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CHAPTER 1:

General WCF Policies

WORKING CAPITAL FUND ORGANIZATION

- !** The Working Capital Fund organization supplements other DOE organizational arrangements.
- !** Pricing policy development and oversight is vested in the Working Capital Fund Board, appointed by the Deputy Secretary. The Board is supported by the Board Secretary, several Working Groups, and the Dispute Resolution Council. Some Board members have identified alternates who frequently attend Board meetings, as do representatives of the NTEU.
- !** Line responsibility for delivery of services is assigned to Business Line Service Managers, who report through the normal chain of command.
- !** Financial responsibility has been delegated to a Fund Manager and to Business Line Fund Managers, who are responsible for billing and associated activities.
- !** The Chief Financial Officer responsibilities for the Fund parallel those for other Headquarters DOE functions.

WORKING CAPITAL FUND BOARD CHARTER

(Approved April 1, 1996)

Goals

The goals of the Working Capital Fund (“Fund”) include:

- (1) Increasing the efficiency of the Department’s operations by having the cost of administrative services reflected in day-to-day decisionmaking by program managers;
- (2) Improving the management of administrative services through use of flexible and business-like financing methods; and
- (3) Providing an accurate full-cost budget for programs and activities, including indirect costs wherever possible.

Functions

The Working Capital Fund Board (“Board”) shall provide policy oversight and direction concerning:

- (1) Designation of activities to be included in the Fund;
- (2) Policies for establishing user charges for the Fund; and
- (3) Establishment of overall financial policies for the Fund and customer feedback for the activities included in the Fund.

The Board is intended to supplement, not supplant, program management responsibilities of the Director of Management and Administration and fiscal management responsibilities of the Chief Financial Officer.

Nothing in this charter will limit authority of the Secretary, Deputy Secretary or Under Secretary to fulfill their management oversight responsibilities for the Department of Energy.

Membership

The membership of the Board is appointed by the Deputy Secretary. Members are expected to represent the whole of the Department rather than their individual program interests.

The membership of the Board shall include:

- (1) The Director of Management and Administration (or designee) who will chair the Board;
- (2) The General Counsel (or designee);
- (3) The Chief Financial Officer (or designee);
- (4) One representative of an Office funded from the Departmental Administration appropriation, designated on a rotating basis by the Deputy Secretary;
- (5) Five representatives of other Departmental Elements, designated on a rotating basis by the Deputy Secretary;
- (6) Such further representation as the Deputy Secretary may prescribe.

The representative selected by the Deputy Secretary shall, to the extent practicable, serve for two-year overlapping terms.

The chair shall appoint a Secretary to the Board and may appoint such other officials and establish working groups as necessary to carry out the functions of the Board.

Meetings

- (1) The Board shall meet at the call of the chair.
- (2) Meetings will typically be held quarterly, or more often as may be necessary.
- (3) Meetings will be open to attendance from Departmental Elements not directly represented on the Board.
- (4) Written records of meetings shall be maintained.
- (5) To the extent practicable, the Board shall operate on a consensus basis but any member may call for a vote, at which time a decision will be made by a majority of those present and voting.

2000 WORKING CAPITAL FUND BOARD MEMBERSHIP

Chair:

Director, Management and Administration
David Klaus

Permanent Members:

General Counsel
Mary Anne Sullivan

Chief Financial Officer
Michael L. Telson

Revolving Members:

Assistant Secretary, Environment, Safety and Health
David M. Michaels

Administrator, Energy Information Administration
Jay E. Hakes

Director, Science
James F. Decker

Assistant Secretary, Defense Programs
Thomas R. Gioconda

Assistant Secretary, Energy Efficiency and Renewable Energy
Daniel Reicher

Assistant Secretary, Environmental Management
Carolyn L. Huntoon

Assistant Secretary, Fossil Energy
Robert W. Gee

Director, Nuclear Energy
William D. Magwood

Director, Office of Nonproliferation and National Security
Rose E. Gottenmoeller

Assistant Secretary for Policy and International Affairs
Mark J. Mazur

Director, Office Intelligence
Lawrence H. Sanchez

Board Secretary:

Howard G. Borgstrom

WCF DISPUTE RESOLUTION COUNCIL

CHARTER:

The Working Capital Fund Dispute Resolution Council (Council) is established to resolve disputes between Working Capital Fund (Fund) customers and the Fund Manager. The Council shall establish its own schedule and operating procedures necessary to carry out its business. The Council may recommend revisions to this Charter deemed necessary to carry out its duties.

1. The Council will be established by majority vote of the Executive Board (Board) and shall be chaired by a representative of the Office of Hearings and Appeals nominated by the General Counsel Board member and approved by majority vote of the Board.
2. The Council will be comprised of the Chairperson and voting members from four Program Offices either (a) nominated by the Board from a list of volunteer received, or (b) selected at random by the Board and approved by majority vote of the Executive Board. Program Office representatives shall serve one year terms and these representatives will be selected on a rotating basis. The Council may seek advice on legal matters from the Office of General Counsel and on budgeting and accounting matters from the Chief Financial Officer as necessary. If a dispute involves an organization represented on the Council, that member will recuse him/her self from participating in resolution of that issue and will not vote on the issue.
3. When Fund customers have disputes that are not resolved with the Fund Manager in a timely manner, either the customer's authorized resource manager, Senior Program manager, or the Fund Manager may request that the Dispute Resolution Council review the disputed matter. Disputes will be presented in writing in a short memorandum format which will be prescribed by the Council. The Council will notify all affected parties and provide them with copies of each dispute as soon as possible after receipt.
4. The Council will explore options for a satisfactory resolution of those disputes referred to it and determine a recommended solution. The Council Chair will finalize the Council's findings and recommendation for solution

within 30 days of receipt of the dispute and present them to the Executive Board as soon as possible.

5. The Executive Board will decide by majority vote whether or not to accept the recommended solution. If the Board request additional information, the Fund Manager and/or the customer will provide the information as soon as possible. The Board may seek advice form the General Counsel, the Chief Financial Officer, or other sources as necessary. The decision of the Board is final and shall be binding on the Fund Manager and customer.

COUNCIL MEMBER:

Chair:

Richard Tedrow, HG, (202) 426-1659

Members:

Nancy Holmes, SO, (301) 903-5018

Barbara Hall, EIA, (202) 586-4482

Raymond Greenberg, DP, (301) 903-6802

Myrna Vallette, SC, (301) 903-4476

WCF MANAGERS AND WORKING GROUPS

<u>ROLE</u>	<u>NAME</u>	<u>TELEPHONE</u>
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Fund Management

Fund Manager	Howard Borgstrom	(202) 586-3960
Financial Manager	Pete Richards	(202) 586-3254
Billing	Roscoe Harris	(202) 586-5527
Budget Documentation	Fran Feiner	(202) 586-8037

Business Line Management

Administrative Services

Business Line Fund Manager	John N. Harrison	(202) 586-3611
Business Line Service Managers		
Building Occupancy	Louis A. D'Angelo	(202) 586-6080
Supplies	Amos Street Jr.	(202) 586-4375
Graphics	William C. Talbot	(202) 586-2732
Printing, Mail, and Copying	Mary R. Anderson	(202) 586-2129

Information Management

Business Line Fund Manager	Pete Grahm	(301) 903-4653
Business Line Service Manager	Patrick Hargett	(301) 903-4625
Service Points-of-Contact		
Workstation Infrastructure	Bette Mohr	(202) 586-4313
Technical Training	Penny Gardner	(301) 903-1216
Workstation Maintenance	Don Reed	(301) 903-2372
Telephone	Judy E. Saylor	(301) 903-4999
		(202) 586-5999
	Diane McDonough	(301) 903-2711
		(202) 586-5999
Networking	Rich Otis	(301) 903-5310
	Rickey Hall	(301) 903-8022

ROLE

NAME

TELEPHONE

Contract Closeout

Business Line Fund Manager

Jeffrey Rubenstein

(202) 426-0100

Service Point-of-Contact

Deborah D. Black

(202) 426-0132

Payroll Processing

Business Line Fund Manager

Phil Pegnato

(301) 903-4934

Working Capital Fund Financial Policies and Procedures

WORKING CAPITAL FUND FINANCIAL POLICIES AND PROCEDURES

PREFACE TO 1998 EDITION:

The Working Capital Fund (WCF) was created for fiscal year 1997, and is thus completing its second full fiscal year of operation. During this period of operation, the Working Capital Fund Board, the Chief Financial Officer, and the Office of Management and Administration have promulgated policies and procedures on a variety of topics concerning the financial management of the Fund. In addition to documenting methods for day-to-day operation of the WCF businesses and the monthly billing system, these procedures have also been developed to respond to audit findings and recommendations of the Department of Energy Inspector General.

This document is intended to organize these various policies and procedures into a single reference for use by customers and business line managers as well as by financial management and accounting officials.

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Section I Policy Framework

- A. Background. The WCF is an intragovernmental revolving fund that is authorized by the DOE Organization Act (1977) and the Energy Reorganization Act (1974) to finance administrative functions through which the cost for goods or services provided are charged to customer organizations and the funds received are available to continue operation and replace capital equipment.¹
- B. Goals. The goals of the Department in establishing the Fund include:²
- (1) Increasing the efficiency of the Department's operations by having the cost of administrative services reflected in day-to-day decision-making by program managers;
 - (2) Improving the management of administrative services through use of flexible and businesslike financing methods; and
 - (3) Providing an accurate full-cost budget for programs and activities, including indirect costs wherever possible.
- C. Criteria.³
- (1) The Fund is an appropriation account within the Department's financial management system and shall be managed in compliance with general Federal laws and regulations governing appropriated funds and the Department's accounting and budgeting policies and procedures.
 - (2) The Fund shall not be used as a vehicle for maintaining balances of unencumbered funds.

¹ Source: 1997 Administrative Control of Funds policy.

² Source: April 1996 Working Capital Fund Board Charter

³ Criteria (2) and (3) attempt to restate some of the Energy and Water Subcommittee guidance from their FY 1997 and FY 1998 reports. References to non-inclusion of salaries were not made because of the potential for future policy changes.

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- (3) The policies of the Fund shall be:
 - (a) Planned not to produce a profit;
 - (b) Sound and defensible, without added factors for administrative costs;
 - (c) Designed to minimize advance payments and, as appropriate, dispose of any excess advance payments;
- (4) Based on broad-based representative decision-making, including smaller organizations;
- (5) Clearly stated, without requiring undue expenditures for new information systems.

Section II Organization

General. The Working Capital Fund organization supplements, but does not replace supplant the formal organization for financing and delivering administrative services within the Department.⁴

- A. Working Capital Fund Board. Policy oversight of the Fund shall be vested in the Working Capital Fund Board chartered and appointed by the Deputy Secretary. The Board Chair shall appoint the Fund Manager, Board Secretary, and other officials of the Fund.
- B. Working Capital Fund Manager. The Fund Manager shall:⁵
 - (1) in coordination with the Business Line Managers, develop reasonable estimates by business line of the expected usage of goods and services and associated estimated costs for the purpose of advising customer organizations of anticipated budgetary requirements;

⁴ Board Charter of April 1996.

⁵ All references are to the 1997 policy on Administrative Control of Funds, with the exception of item (2), which is implicit in the Energy and Water Development Subcommittee report criteria for FY 1997 and FY 1998, item (10) regarding the Dispute Resolution Council, and item (11) regarding reporting to the Board on Inspector General audits..

Working Capital Fund Financial Policies and Procedures

- (2) prepare the annual budget documentation for the Fund, for review by the Chief Financial Officer, the Office of Management and Budget, and the Congress;
- (3) request advances from customer organizations for the current year's estimated cost of goods and services;
- (4) provide to the customer organization on a monthly basis, with a copy to the Office of Chief Financial Officer (CFO), a statement of costs incurred and an updated or Annualized estimate of costs of goods and services based on current usage rates and actual costs;
- (5) provide advance notification to the customer organization and the CFO of any potential funding deficiencies in a business line, in particular, in situations that may lead to a WCF administrative violation and take action to reduce costs or to request additional funds to cover estimated costs, as appropriate;
- (6) provide notification to the CFO and applicable customer organization(s) of any WCF administrative violations;
- (7) ensure that a system is in place for collecting costs of goods and services, including establishment of a billing system and review and approval of subsidiary billing systems of the business lines;⁶
- (8) send invoices to the CFO for costs incurred with a duplicate copy to the customer organization(s);
- (9) make downward price adjustments as appropriate and alert the Board to the need to make upward price adjustments;⁷
- (10) provide staff support and information to the Dispute Resolution Council; and
- (11) report periodically to the Board on the status of any outstanding findings or

⁶ This is being added to respond to the Inspector General's 1998 draft report.

⁷ This was approved by the Board in response to the 1997 Inspector General Report.

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recommendations of the Inspector General .

C. Business Line Managers. The Business Line Managers shall monitor and control costs of their responsible business line and advise the Fund Manager of the adequacy of existing funding to meet costs projected for the fiscal year.⁸

- (1) The two types of Business Line Managers are the Business Line Fund Manager, who performs fund control and related financial support functions, and the Business Line Service Manager, who plans, manages, and operates the service activity.
- (2) The Business Line Service Managers shall be appointed by the organization responsible for service delivery. The Business Line Fund Managers shall be appointed by the organization responsible for service delivery, subject to concurrence by the Working Capital Fund Manager. The two types of Manager functions may be vested in a single individual.
- (3) The Business Line Fund Manager:
 - Performs the administrative funds control functions, as defined by Board policy with respect to the term Business line manager;

⁸ The section on Business Line Fund Manager and Business Line Service Manager roles is derived directly from an October 17, 1997 MA internal organizational directive, but it has been included here because of the creation of new businesses that do not report administratively to the Office of Management and Administration. Also, this section adds the requirement for WCF Fund Manager concurrence in the appointment of the Business Line Fund Managers, because of their roles in the Administrative Control of Funds process.

Working Capital Fund Financial Policies and Procedures

- Establishes and maintains systems for defining and collecting timely and accurate information on direct and indirect costs of businesses;
- Establishes and maintains systems for calculating and reporting to the Fund Manager the monthly charges to each customer, in a format to be prescribed by the Fund Manager;
- Maintains administrative funds control systems to ensure the availability of funds from customer payments into the Fund before making or authorizing commitments for goods and services to be paid for out of the Fund;
- Alerts the Fund Manager to projected shortages in resources available to cover business line costs;
- Provides timely, accurate, and relevant advice and information to Business Line Service Managers, the Fund Manager, and to Board Working Groups on projected resource requirements, historical cost profiles, financial balances (unobligated, uncommitted, uncosted, unpaid, etc.) and related matters; and
- Assembles and forwards to the Fund Manager estimates of projected usage by customer, based on current or proposed Board pricing policy.

(4) The Business Line Service Manager:

- Plans, implements, and monitors contractual arrangements for the services provided by the business, to ensure appropriate service levels within known or projected resource limits.
- Serves as a principal point of contact for customer inquiries about usage patterns, costs incurred, service standards, scheduling, and options.
- Anticipates the need for working group or other review of pricing policies and initiate action.
- Establishes and maintains systems to track and confirm customer usage of services in accordance with Board pricing policy.
- Maintains an active program of benchmarking with other Federal agencies, other parts of DOE, and the private sector on pricing policies and cost levels.
- Cooperates with the Board and its Working Groups in the analysis of new business possibilities.

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D. Customer Organization. The customer organizations shall:

- (1) provide information to the Fund Manager and the Business Line Managers for use in the development of reasonable estimates by business line of the expected usage of goods and services;
- (2) provide sufficient advances (via authorizing memorandum to the Fund Manager with a duplicate copy to the CFO) for the estimated cost of goods and services for the fiscal year;
- (3) control costs to prevent obligations for each business line from exceeding advances provided to the WCF;
- (4) periodically review fund balances and expected future costs and, if necessary, take appropriate action to provide additional funding or remove excess funds; and
- (5) provide the CFO a plan of action to address potential funding deficiencies within 10 working days of receiving request from the CFO.

E. Office of Chief Financial Officer (CFO). The Office of CFO shall:

- (1) issue approved funding programs and associated Advice of Allotment in accordance with anticipated purchases by customer organizations;

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- (2) obligate sufficient funds based on authorizations received from customer organizations and make payment of such funds to the WCF for advance payment of the estimated cost of goods and services;
- (3) monitor funding levels and expected costs, as projected by the WCF, by customer organization;
- (4) notify customer organization(s) when funds are not adequate to meet estimated costs and request customer organization(s) to provide a plan of action to address potential funding deficiencies;
- (5) reserve and obligate funds of a customer organization, as appropriate, to cover potential funding deficiencies if the customer organization does not respond to the mandatory request in II.E.(4) above within 10 working days of notification;
- (6) record costs against customer organizations upon receipt of WCF invoices; and
- (7) maintain the accounting for the WCF operations.

F. Dispute Resolution Council.⁹ The Working Capital Fund Dispute Resolution Council (Council) is chartered by the Board to resolve disputes between Working Capital Fund (Fund) customers and the Fund Manager. The Council shall establish its own schedule and operating procedures necessary to carry out its business. The Council may recommend revisions to this Charter deemed necessary to carry out its duties.

- (1) The Council will be established by majority vote of the Executive Board (Board) and shall be chaired by a representative of the Office of Hearings and Appeals nominated by the General Counsel Board member and approved by majority vote of the Board.
- (2) The Council will be comprised of the Chairperson and voting members from four Program Offices approved by majority vote of the Board. The Council may seek

⁹ This is a condensed version of the Dispute Council Charter, omitting its specific operating procedures.

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advice on legal matters from the Office of General Counsel and on budgeting and accounting matters from the Chief Financial Officer as necessary.

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- (3) When Fund customers have disputes that are not resolved with the Fund Manager in a timely manner, either the customer's authorized resource manager, Senior Program manager, or the Fund Manager may request that the Dispute Resolution Council review the disputed matter.
 - (4) The Council will explore options for a satisfactory resolution of those disputes and present a recommendation to the Board. The Board will decide by majority vote whether or not to accept the recommendation, and the decision of the Board shall be binding on the Fund Manager and the customer.
- G. Working Groups. In providing pricing policy and other advice to the Board, the Fund Manager shall establish on an as-needed basis working groups composed of both business line staff and customer representatives.
- (1) At least one working group shall be established with cognizance for each business line, though the Fund Manager may assign multiple related businesses to a single working group.
 - (2) The Fund Manager may use existing groups to serve as working groups of the Board, to avoid duplication.
 - (3) Working groups shall provide pricing policy options and supporting information to the Board whenever new businesses are created, and they also be used from time to time to review business line operations, recommend pricing policy changes, and the like.
 - (4) Working group membership will be open to all DOE organizations, and working group meetings will be announced widely.
 - (5) Working groups are advisory only, and they shall consider the expression of dissenting views of attendees.
 - (6) The Fund Manager shall periodically publish a listing of the working groups and their members.

Section III Administrative Control of Funds

A. Policy.

- (1) The WCF shall be financed by advance payments from customer organizations which

Working Capital Fund Financial Policies and Procedures

receive goods and services provided by the WCF. Funds shall be (a) collected at the beginning of the fiscal year and (b) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available. For one-year appropriations advanced to the WCF, any over funding by a customer organization as of close of business the last working day of the fiscal year will be applied to the next fiscal year. However, where one-year appropriations are advanced to the WCF, those funds may only be obligated for the particular fiscal year in which the funds are available for obligation. Any unobligated balances of a particular one-year appropriation remaining at the end of the fiscal year for which the funds were appropriated will expire for obligational purposes and will not be available for incurring new obligations. For detailed guidance on one-year appropriations, particularly the implications of the Bona-fide Needs Rule and Severability, refer to the Chief Financial Officer's February 24, 1998, memorandum, *General Guidance on One-Year Appropriations*.

- (2) Notwithstanding paragraph (1) above, excessive funds (i.e., amounts in excess of the estimated WCF requirements) shall not be collected or maintained in the WCF. If, during the fiscal year, funds advanced by one or more customers are determined to be excessive, funds shall be returned to the customer organization(s).
- (3) The Fund Manager, Business Line Managers, and customer organizations shall mutually agree on the estimates by business line of the expected usage of goods and services, associated estimated costs pursuant to the policy of the WCF Board, and funds required for the fiscal year.
- (4) Disputes between the Fund Manager, Business Line Managers, and the customer organizations with regard to the expected usage of goods and services, associated costs, and funds required for the fiscal year shall be resolved in accordance with the dispute resolution process approved by the WCF Board.
- (5) Total WCF obligations shall not exceed the lesser of the advance payments collected in the WCF or the obligational authority issued to the WCF on the Advice of Allotment. (See DOE Accounting Handbook, Chapter 2, *Administrative Control of Funds*, for additional information on limitations.)
- (6) Obligations for each business line shall not exceed the advance payments collected for the specific business line. Obligations in excess of the advance payments collected are

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considered a WCF administrative violation for the business line.

B. Execution and Control of the WCF.

- (1) Customer organizations receiving goods and services shall authorize the CFO, by memorandum through the Fund Manager, to obligate funds for the fiscal year and make payment of such funds to the WCF for advance payment of goods and service.
- (2) Upon receipt of authorizing memorandum, the CFO shall obligate funds of customer organizations and make payments of such funds to the WCF.
- (3) Advances paid to the WCF shall be recorded as a budgetary resource against the allotment established for the WCF.
- (4) As customers receive goods and services, costs will be tracked through various Office of Management and Administration service provider systems and summarized in a centrally located system.
- (5) Invoices provided by the Fund Manager from the centrally located system shall be forwarded to the CFO (with a duplicate copy to the customer organization) where costs are recorded against the customer organizations.
- (6) An updated or Annualized estimate of costs of goods and services based on current usage rates and actual costs shall be provided to each customer organization and the CFO by the Fund Manager on a monthly basis.
- (7) Continuous analysis shall be performed by the Fund Manager, the CFO, and customer organizations to determine whether advance payments are adequate to meet estimated costs. If determined that funds are not sufficient, additional advance payments shall be provided by the customer organization.
- (8) In situations where funds are not adequate to cover estimated costs, the CFO shall send written notification to the customer organization(s) requesting that a plan of action, addressing the deficiencies, be submitted to the CFO within 10 working days. The plan should indicate the customer's intent to (a) provide additional funds; (b) cut expenditures; and/or (c) seek determination through the dispute resolution process. If the customer organization's plan of action will not resolve the funding deficiencies in a timely manner, the CFO will work with the customer organization to amend the planned action(s). If the customer organization does not respond to the mandatory request

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within 10 working days of the notification, the CFO shall reserve and obligate the customer organization's funds to cover the funding deficiencies.

Section IV. Accounting for Assets and Liabilities

A. Policy. Assets acquired and liabilities incurred by the WCF shall be accounted for in accordance with Departmental requirements established in the DOE Accounting Handbook or interim guidance issued by the Office of Chief Financial Officer, consistent with the Statements of Federal Financial Accounting Standards.

B. Accounting for WCF Assets.

(1) Property, Plant, and Equipment (PP&E).

- (a) Capitalization. The WCF shall capitalize all PP&E items acquired if they have an anticipated service life of 2 years or more and if they cost \$25,000 or more.
- (b) Transfers. PP&E transferred from another office to the WCF shall be recorded in the accounts of the WCF at the transferring office's historical cost and accumulated depreciation (net book value).
- (c) Depreciation. Depreciation shall be recorded using the straight line method. Depreciation shall be based on the service lives provided in an appendix to Chapter 10 of the DOE Accounting Handbook.
- (d) Writeoffs. PP&E items which do not provide service in the operation of the WCF shall be written off the books, or down to net realizable value if the items are expected to be converted to cash or equivalent.

For additional guidance on accounting for property, plant, and equipment, refer to Chapter 10 of the DOE Accounting Handbook or the Statement of Federal Financial Accounting Standards No. 6, Accounting for Property, Plant, and Equipment.[@]

(2) Inventory.

- (a) Acquisition. Generally, inventory acquired shall be recorded at the original cost of acquisition, which includes the net purchase price (gross billing less discounts) plus packing, transportation, docking, and related charges required to place the

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inventory in storage ready for issue or customer purchase.

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- (b) Transfers. Inventory transferred from another office to the WCF shall be recorded in the accounts of the WCF at the transferring office's carrying value.
- (c) Cost Recognition. Recognition of the cost of inventory shall be at time of purchase by the WCF.
- (d) Writeoffs. Inventory items which do not provide service in the operation of the WCF shall be written off the books, or down to net realizable value if the items are expected to be converted to cash or equivalent.
- (e) Valuation. Inventory items should always be valued at the lower of cost or market.

For additional guidance on accounting for inventory, refer to Chapter 9 of the DOE Accounting Handbook or the Statement of Federal Financial Accounting Standards No. 3, Accounting for Inventory and Related Property .@

- (3) Accounts Receivable. The WCF shall record amounts due from customer organizations for goods and services furnished.

For additional guidance on accounting for accounts receivable, refer to Chapter 8 of the DOE Accounting Handbook.

- (4) Prepaid Expenses. The WCF shall record as an asset any material advance payments to vendors for goods or services that are intended for use in business line operations or future sales to customers.

C. Accounting for WCF Liabilities.

- (1) Advance Payments. Advance payments received from customer organizations for anticipated goods and services shall be recorded as unearned revenue in the WCF. As goods and services are provided to customer organizations, unearned revenue is reduced and earned revenue is increased by the related costs incurred.
- (2) Accounts Payable. Accounts payable shall be recorded by the WCF for unpaid invoices received from vendors for goods and services received.
- (3) Accrued Expenses. Accrued expenses shall be recorded by the WCF at the end of the fiscal year for goods and services received by customer organizations or WCF

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business lines for which a bill (vendor invoice) has not been received. The Business Line Managers have the responsibility to notify the Capital Accounting Center (CR-50) of the accrued expenses.

For additional guidance on accounting for liabilities, refer to Chapter 11 of the DOE Accounting Handbook or the Statement of Federal Financial Accounting Standards No. 5, **Accounting for Liabilities of the Federal Government.** @

Section V. Fund Manager Reports

- A. Quarterly Reports to the Board. The Fund Manager shall provide quarterly reports to the Board on the relationship of actual costs and obligations to customer advances and billings, in accordance with this section.¹⁰

(1) Policy

- (a) Working Capital Fund businesses shall be operated on a not-for-profit basis, such that the earnings of each business shall be planned to cover the costs of such business. Excessive funds shall not be collected or maintained by the WCF.

- (b) The Board should be provided with periodic information on the financial results of Working Capital Fund businesses, with particular emphasis on:

- i. Known or expected problems with compliance with Working Capital Fund policies on administrative control of funds;
- ii. Anticipated need for changes in billing of WCF costs in the current year;
- iii. Anticipated need for actions by the Dispute Resolution Council; or
- iv. Anticipated need for changes in budget forecasts and advice to customers.

(2) Timing of Information:

- (a) The Board shall be provided with reports for the first, second, and third fiscal quarters at the next scheduled Board meeting following the issuance of customer bills for the last month of such quarters (i.e. December, March, and June).

¹⁰ This subsection was presented to and adopted by the Board in conjunction with the management response to the 1997 Inspector General audit of the Fund.

Working Capital Fund Financial Policies and Procedures

- (b) The Board should be provided with a report for the full fiscal year at the first meeting following the closing of the Department's accounts for that year. (See Subsection V.B. below).
- (c) When a Board meeting is not held in a timely manner following the end of a fiscal quarter, the report may be transmitted to Board members in writing.
- (d) The Chair may call for more frequent reports or convene Board meetings as needed to address pressing issues.

(3) Contents of Quarterly Reports

- (a) Each quarterly report shall provide summary information regarding the following:
 - i. Relation of earnings (billings)¹¹ to expenses (accrued costs) by business line;
 - ii. Relation of payments (advances) by customer to current and anticipated annualized billings under current pricing policies, with a discussion of material balances or deficiencies;
 - iii. Relation of payments (advances) to obligations by business line;
 - iv. Changes in budget estimates, by business line and customer, from previously published estimates; and
 - v. Anticipated need to change billing of WCF costs or to make substantial changes in operating levels.
- (b) The Fund Manager shall prepare the quarterly statements based on information in the Department's accounting system and reconcile the Fund's information with the Department's accounting records.

¹¹ Some billings occur annually at the start of the year. It is intended that the reports on quarterly *earnings* reflect only the portion of billings that accrue to the period in question.

Working Capital Fund Financial Policies and Procedures

B. Other Reports to the Board.

- (1) On an annual basis, the Fund Manager shall submit to the Board an analysis of the cost structure of the Fund with respect to elements of business cost that are not included in the financial reports or billings of the Fund. The Fund Manager's report shall analyze the impacts on the competitive status of business lines of expanding the cost structure to reflect the recommendations in the Federal Accounting Standards Advisory Board guidelines.¹²
- (2) When a business line has had financial losses **B** an excess of costs over earnings **B** for two consecutive fiscal quarters, the Fund Manager shall ask the cognizant working group plus the Business Line Officials to prepare a report for the Board. The report shall diagnose the causes of the financial losses and outline recommendations to the Board including, but not limited to, remedial actions in the following factors:
 - (a) The pricing policy of the business;
 - (b) The cost structure of the business;
 - (c) The cost level of the business, including any reductions that appear warranted;
 - (d) The operating level of the business;
 - (e) Options for whether and how to continue the business.

The report shall include examples of how other Federal agencies have addressed similar business lines, and recommendations shall be accompanied by an assessment of impacts on customers. The Fund Manager shall also submit to the Board any differing recommendations that may have been received from the Business Line or from the working group members.¹³

¹² This addresses the recommendations of the Inspector General in the 1997 audit report on the Fund.

¹³ This is intended to address the recommendations of the Inspector General in the 1998 draft audit report on the Fund.

Working Capital Fund Financial Policies and Procedures

Section VI. Policies on Fund Balances

2. Policy. The Fund shall not be managed to permit an accumulation of unencumbered funds. All Fund balances shall be disclosed to the Board, to customers, to the Chief Financial Officer, to the Inspector General, and to the Office of Management and Budget and the Congress, as part of the financial reporting and budget preparation responsibilities outlines elsewhere in these procedures.¹⁴

¹⁴

See Section I on Policy Framework

Working Capital Fund Financial Policies and Procedures

B. Balances in Relation to Specific Customers

- (1) Customer advances to the Fund in excess of billings from the Fund businesses shall be treated as liabilities of the individual businesses, and generally, except as discussed in Section III, shall be treated at the close of a fiscal year as a credit against the billings of the customer in the subsequent fiscal year.
- (2) Customers should treat such balances as uncoded obligations, subject to the analysis requested by the Chief Financial Officer regarding such balances.
- (3) The Fund Manager shall provide customers with as much information as practicable concerning the anticipated annual costs of each customer for each business line, to permit customers to make adjustments in their advance payments to the Fund.

C. Balances in Relation to Specific Businesses¹⁵

- (1) The financial balances of each business shall be recorded and maintained separately. The Fund Manager shall make recommendations to the Board concerning any transfers of balances between business lines.
- (2) The Fund Manager shall report to the Board on any actual or anticipated accumulation of a material excess of earnings (billings) over accrued costs of an individual business line. Any such report shall include recommendations on whether to amend business line pricing policies to eliminate the accumulation of material balances of such net earnings.
- (3) The cost structures of the businesses in the Fund shall reflect depreciation as called for

¹⁵ The 1997 Inspector General audit of the Fund recommended, "The Fund Manager should establish a policy to address the disposition of excess funds and shortages, the use of business line excess funding to cover other business line shortages, the use of uncoded balances transferred into the Fund, and an acceptable level of carryover to the next fiscal year that is consistent with the expectations of the Subcommittee on Energy and Water Development." This section is intended to satisfy this 1997 Inspector General recommendation. It does not establish specific quantitative targets, because the Fund business lines are of very diverse sizes. Rather, it uses the concept of "materiality" and focuses on the avoidance of continuing accumulations of balances and shortages in any one business line.

Working Capital Fund Financial Policies and Procedures

by Department of Energy Policy. The Fund Manager shall establish reserves for depreciation and report to the Board any use of such reserves to replace capital equipment.

- (4) Anticipated accumulation of losses by an individual business line shall be reported to the Board in accordance with Section V. B. of these procedures.

WCF PRICING POLICIES

Telephones:

The Board's policy is to allocate telephone charges as follows:

- C First, the infrastructure costs, including the CENTREX charges for staff located in leased facilities, will be allocated among program organizations based on the number of phone lines. Since the Fund's inception, program customers have been validating, and reducing, the number of phone lines.
- C Second, the costs of dedicated communication circuits will be allocated to those organizations requesting installation of such lines.
- C Finally, long distance and local and international calls will be charged to programs based on the actual billing information received from long-distance service providers.

Networking:

The Board's policy considers Networking charges to represent information infrastructure and allocates the charges to each program organization based on the number of Local Area Network (LAN) connections to the system.

Desktop Support

The Board's policy is to divide the Desktop Support into three components:

- C Certain expenses, such as virus protection, adaptive workstation support, and half of the Help Desk costs, will be treated as infrastructure and allocated among programs by the number of workstations;
- C The other half of Help Desk costs plus the costs for desktop equipment repair will be charged as an annual subscription for maintenance or warranty administration, or on a Time and Material basis, where program managers have the option to obtain such services from private vendors.
- C Software distribution and training services will be charged on a user fee basis.

Building Occupancy

On a building-by-building basis, direct rental value of the space assigned to each organization is calculated, using General Services Administration factors. Then the common use space costs in each building are divided among the tenants of that building based on their proportional shares of direct cost. Space costs are based on areas expected to be assigned to each organization at the beginning of the

Fiscal Year. Certain additional costs, such as common use area alterations and health and safety programs, are allocated as a percentage addition to the building-by-building charges described above.

Supplies

The Board's policy is that each Headquarters element will pay the actual cost of its supplies. Supplies may be purchased at the self-service supply store operated through the Fund or, subject to the laws and regulations governing acquisition of Federal office supplies, purchased directly from authorized vendors.

Copying

The Board's pricing policy is that each office pay the full cost to maintain and supply its assigned dedicated copiers. For walkup and staffed copiers, a cost per copy is calculated and programs are charged based on the number of copies made by program staff.

Mail Services

The Board's policy is to divide the mail services into three components:

- C Offices will pay the actual dollar meter value for outgoing United States Postal Service mail;
- C Offices will pay actual cost for Federal Express or other special mail; and
- C Offices will pay for internal mail distribution based on the number of mail stops.

Printing and Graphics

The Board's pricing policy is that organizations will pay for direct printing and graphics costs as well as Federal Register costs. Additionally, for graphics services, programs will pay maintenance and depreciation costs as a percentage allocation of costs incurred in the previous fiscal year.

Contract Closeouts

The Board adopted a policy that each Headquarters element pay for actual closeout cost, determined by the unit price of each contract instrument type and chosen level of service.

Payroll Processing

The Board adopted the policy to charge each organization an annual fee based on the number of employee on board at the beginning of the fiscal year.

Corporate Executive Information System

- C On a per user basis, each organization will be charged for annual operational costs of the system. FY 2000 costs will be for maintenance and support of the software and hardware. The operating costs will be distributed to the budgeted user base to derive annual per user costs.
- C An agreement between the WCF Business Line Fund Manager, the WCF Business Line Service Manager, and Departmental organizations will be prepared and approved by all parties participating as managers and customers of the WCF Account.

SCHEDULE OF PAYMENTS

Barring a lapse in appropriations, customers should authorize advance payment to the fund no later than the effective date of the November Financial Plan (AFP). Timely payments to the Fund are required so that the various business lines can acquire goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act. CFO written guidance (“Working Capital Fund, Administrative Control of Funds”) was approved by the Executive Board of the Fund at its meeting of September 16, 1997 and reads as follows:

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.”

Advance payments should be authorized as a single lump-sum amount covering all enterprises of the Fund. Such total payments will then be allocated by the Capital Accounting Center to the various business lines as appropriate to fund actual costs incurred (or projected to be incurred). Where more than one Appropriation or Funds Control is involved, the total amount authorized for each funding classification must be specified. In this case, actual costs incurred will be prorated between multiple funding categories in the same proportion as funding is provided, within each business line, unless an alternate distribution is indicated. Accounting and reporting of program obligations and costs will continue to be delineated by type of expense incurred (i.e., by business line) as identified by the reporting level B&R structure already in place for each WCF customer.

memorandum

DATE: September 24, 1999

TO: Peter Richards
Working Capital Fund, MA 1.4

FROM: (Program Office)

SUBJECT: Authorization for Advance Payment to the Working Capital Fund

This memorandum authorizes advance payment to the Working Capital Fund toward total projected annual requirements of this organization for Program Direction related goods and services. This payment represents a lump-sum amount and is intended to be applied to all business line costs. I acknowledge that the total amount authorized will be allocated by the Capital Accounting Center as appropriate to fund actual and/or projected costs on a “first incurred” or “most imperative” basis. As more information becomes available concerning actual usage rates for each business line, additional authorization may be necessary to adjust funding to actual costs incurred.

Where more than one Budget and Reporting (B&R) classification or Appropriation is indicated, actual costs incurred may be assessed in the same proportion as funding is provided, within each business line, unless otherwise specified. It is understood that the amounts hereby specified do not constitute spending limitations and that Working Capital Fund charges are assessed based upon actual costs incurred by this organization. Appropriate Funding Classifications and corresponding payment amounts are:

	<u>Funding Class I</u>	<u>Funding Class II</u>
Appropriation:	_____	_____
Allotment Symbol:	_____	_____
Fin Plan/Fund Type:	_____	_____
B&R (1 st six positions):	_____	_____
Amount This Action:	_____	_____
Total Payment YTD:	_____	_____

WORKING CAPITAL FUND MONTHLY BILLING PROCESS

Why do we provide customers with bills?

One of the objectives of the Working Capital Fund is to help customers become more efficient in the use of administrative services by establishing both the incentive and the ability of customers to control their costs. If customers are to realize these efficiencies, they must be provided with information regarding how their organizations are spending money on goods and services provided by the various Fund business lines. To that end the Fund provides each customer a monthly bill that summarizes that organizations usage of Fund services and their cost.

How are customer purchases recorded and compiled?

When customers purchase goods or services from a business line, the service provider organization records the transaction in an automated feeder system. The transaction may be recorded by the swiping of a badge at a copy machine, the placing of a long-distance or outside call, or the signing of a service level agreement for contract closeouts or computer repair. To arrive at a price for each transaction, the feeder system processes the transactions through a pricing algorithm derived from pricing policies approved by the Working Capital Fund Board. The 25th day of the month is the cut-off date for recording monthly transactions. On that date the feeder systems collect all transaction data from the 26th day of the previous month to the present date. That information is then transferred to a prescribed electronic template and forwarded electronically to the Fund staff on the first day of following month.

How are the bills prepared?

The Fund staff enters data from electronic templates provided by the business lines into the WCF Billing System, the Fund's automated accounting and billing system. The system produces a formatted paper bill for each customer by business line, and summary customer billing reports. The Fund staff then collates the individual printed bills and summary reports by customer.

How are the bills distributed, and who gets them?

Customer bills are hand delivered to the individuals listed on at the end of this section.

When may customers expect to receive their bills?

The Fund's target date for completion of bills is the 5th workday of the month following the billing period.

How can customers get more detailed information about their organizations bills? Who should customers contact if they have questions about their bill?

Upon request, the Fund will provide customers with hard-copy information on individual transactions and orders. The request should be directed to the appropriate business line billing contact listed below. Also, customers are welcome to contact them with any billing inquiries:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	586-3611
Information Management: Telephones Desktop Services Networking	Pete Grahm	(301) 903-4653
Contract Closeout	Jeff Rubenstein	(202) 426-0100
Payroll Processing	Phil Pegnato	(301) 903-4934
Executive Information Svcs.	Miriam Kurtyka	(301) 903-2970
Billing Process and Policies	Peter Richards	586-2354
	Howard Borgstrom	586-3960

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

HOW TO USE WORKING CAPITAL FUND BILLING TABLES

- o Each monthly Working Capital Fund bill is transmitted with a cover memorandum that explains the derivation of the information and alerts resource managers to any changes in pricing policies or any corrections being made to prior billings.
- o Summary tables are provided to help customers track and manage their spending levels. These tables are intended to be more diagnostic than the billing materials themselves.
- o In all cases, the rows on the tables represent customers, denoted by the organization's mailing symbol.
- o The tables are designed to meet multiple needs, as described further below. For the **customer** organization, the tables are designed to help answer the following questions:
 - How much have we spent for each business? (Table II)
 - At this rate, how much we will spend for the entire year? (Table III)
 - How does my spending compare to other customers? (Table III)
 - Is this spending level more or less than what we budgeted? (Table IV)
 - Is this spending level more than we have paid in? (Table IV)
 - If so, for which business lines will we need to increase payments and/or reduce consumption? (Table V)
 - Have we actually over-spent our payments yet in any business line? (Table V).
- o **Table I** provides, in whole dollars, the bill for the current month by customer by business line. It should match the details in the hard copy billing materials, and is included with the billing memorandum primarily to permit managers to see why and how the trends in the other tables are assessed. The column headers indicate whether the amounts represent one month, one quarter, or one year of consumption. If you spot a difference between Table I and the actual bills, we may have made an error and would welcome your inquiry.

- o **Table II** is simply the sum total to date of all the Tables I for the current fiscal year, reflecting cumulative consumption through the billing month.
- o **Table III** is an updated forecast of annual consumption by customer by business line. Customers can use this annualized information in a number of ways, including comparing this forecast to their budget availability. Estimated projections of costs, as shown in Tables III, IV and V are derived using the most reliable of the following methods:
 - (1) A straight line annualization of actual costs incurred year-to-date;
 - (2) Actual full year costs billed, where no further billing is expected (Payroll);
 - (3) Revised FY 2000 budget estimates (as reflected in the FY 2001 Congressional Budget), where current year data is limited to less than 3 months of activity or where a straight=line methodology may not produce a representative total estimate due to the uneven manner in which costs are expected to be incurred (Telephones, Contract Closeout, Executive Information Service).

These estimates are provided as an advisory service to customers as well as to keep the Board apprised of trends in each business line. In making allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, and any other factors that you feel are appropriate and relevant.

- o **Table IV** compares the annualized estimate for each customer for **all** business lines (far right-hand column of Table III) to certain key benchmarks, including prior month estimates and the most recent budget estimates. This is intended to track the overall reliability of previous estimates and to help managers spot trends.

The Fund does not determine the amounts to be budgeted for each customer, and customers have flexibility to select commercial suppliers for certain services. Therefore, if the Fund projects that a customer is spending at a lower rate than the Fund's prior budget estimates, that shift may be due to a combination of factors, including increased use of commercial vendors. Also, the program resource manager may have budgeted at a lower rate than

the Fund staff had projected. For all of these reasons, resource managers need to use their judgment in interpreting the data.

- o **Tables Va thru Vc** are intended to compare consumption levels to the customer payments **by business line**, to indicate whether customers are obligating sufficient sums to the Fund. Tables Va thru Vc reflect **annualized** billing projections, and derive from Table III. A negative in the "variance" column indicates that a customer may need to make a further payment to avoid a deficiency by the end of the year. Table II reflects only the costs to date.

Under the procedures adopted by the Board, the Fund Manager monitors the level of customer payments in relation to the level of costs being incurred, to advise the Chief Financial Officer of any expected shortages in customer payments. However, Table V may also be used by resource managers to determine whether additional payments should be made to the Fund or whether payments should be shifted from one business line to another.

All of the predictive and diagnostic data from Tables III through V derive from the monthly and cumulative consumption levels in Tables I and II, so any errors or seasonal distortions in the first two tables tend to carry through to the conclusions in the latter tables.

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Van Doren	
BPA	W. Marlowe	R. Seifert
CFO	R. Fulwood	
CI/PA	L. I. Brown	
CN	M. O’Neal	
DP	R. Greenberg	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	G. Goodwin	
EM	E. Bronstein	D. Hawkins
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IN	L. Cain	
MA/AB/QM/S	H. Borgstrom	
MD	S. Haller	
NE	J. Stamos	L. Soo Hoo
NN	T. Ryder	J. Crogan
NR	D. Griffith (Crystal City)	
OA	L. Gasperow	
PC	C. O’Gwin	
PML	M. Livingston	
PO/IA	L. Whitted	C. Jagessar
RW	L. Barrett	J. Ross
SC	M. Vallette	J. Venneri
SO	N. Holmes	
WT	R. DeGrasse	M. Mescher

WCF Board Members

CFO M. Telson

DP T. F. Gioconda

EE D. Reicher

EH D. Michaels

EI J. Hakes

EM C. Huntoon

FE R. Gee

GC Mary Anne Sullivan

IN L. Sanchez

MA D. Klaus

NE W. Magwood

NN R. Gottemoeller

PO M. Mazur

SC J. Decker

COMMUNICATING WITH THE WORKING CAPITAL FUND

Customer involvement with the Working Capital Fund (Fund) is crucial to its success. Under the Fund concept, the customers role has been expanded. Each customer now has choices to make that determine the level, quality, and cost of the administrative services they receive. In order to make informed decisions, customers need to have a wide range of information on cost of services, estimated usage, service options and administrative policy.

At present the Fund interacts with customers in the following ways:

- c The monthly billings summarize each customer's use of services and projected annual requirements.
- c The WCF Board holds open meetings at which all interested parties are welcome to join in the discussions and make their views known. If you have an idea for an agenda item or would like to address the Board you may contact the Board Secretary, Howard Borgstrom, at 586-3960. Meeting announcements and minutes can be found on the WCF electronic Bulletin Board described below.
- c All organizations may attend and participate in the meetings of the Fund's various Working Groups, where much of the detailed analysis is done. The current Working Groups and their leaders are listed below.
- c Questions about specific business lines and billings may be addressed to the Business Line Managers listed below.
- c The Fund staff maintains an electronic mailing list to supplement the Bulletin Board and ensure that meeting announcements, meeting minutes, and other key messages are distributed to administrative officers, resource managers and others. If you have staff members who should receive the messages, please forward their names to Howard Borgstrom.

- c The Working Capital Fund now has a Home Page on the Web through which you can access useful information including : (1) The monthly billing tables (I-V) with accompanying transmittal memo; (2) announcements of upcoming Board meetings and Board meeting minutes; (3) the latest edition of the WCF Guide; and (4) an explanatory Overview and historical background of Fund.

The Home Page address is : <http://hr.doe.gov/wcf>

Downloading instructions are provided on the Web Page. If you have questions or comments please Ingrid Robinson by e-mail or by phone at (202) 586-5567.

FREQUENTLY ASKED QUESTIONS ABOUT BILLING AND FINANCIAL MANAGEMENT

Billing

- Q.** Can WCF bills be provided to program offices between 10th and 15th of the month after the billing cycle ends? That is, the billing cycle ends on October 25, can bills reach program office by November 10 or no later then the 15th?
- A.** Our target is to complete bills by the fifth workday of each month. Because of extraordinary processing demands associated with fiscal year close-out and start-up, bills for the month of September and October may not be available until the 15th day of the following month.
- Q.** Why don't the bills always match what gets posted in the monthly cost reports?
- A.** The billing documents should be internally consistent, such that the backup billings match the tables accompanying the memo. If you spot an inconsistency, please contact Roscoe Harris at 202-586-5527. Inconsistencies between the amounts billed by the Fund and costs recorded in DISCAS may be attributable to accounting treatments effected by the Capital Accounting Center (CFO), especially where allocation of costs between accounts or funds availability is an issue. You are welcome to contact the Fund staff or Jim Schanck (301-903-5013) to identify any issues or seek clarification.

Color of Money

- Q.** Do I need to use program direction funds to pay my Working Capital Fund Bills?
- A.** The Fund itself does not require use of program direction funds, nor are the business line managers responsible for making "color of money" decisions. The Chief Financial Officer, as the Headquarters allottee, is responsible for cost classifications and has generally deemed the types of activities purchased from or through the Fund to be most appropriately classified as

program direction. Specific "color of money" questions should be posed to CFO personnel.

- Q.** If I get another office to pay for something, like printing a big report, can they pay my WCF bill?
- A.** Yes, if both parties agree. This is best handled before the costs are incurred, such that the paying/benefitting party is initially charged by the Fund business. Retroactive adjustments may be made, but since these are an exception to routine processing procedures, retroactive adjustments create higher risks of errors.

Accounting

- Q.** What happens with unobligated and unused funds in a particular business line? Can these funds be moved and used under another B&R structure within that program? That is, can funds be moved from WCF to cover shortfalls in program/contract support. Will a mechanism be developed for returning funds to a program office when it has been determined that too much has been paid into a particular business line?
- A.** There are a number of different types of balances, and they are treated in somewhat different ways:
- C** If a program has obligated and paid more to the Fund in a Fiscal Year than it was billed for services, then the program office has an uncosted obligation that is, in effect, an advance payment to the Fund for the subsequent Fiscal Year -- a liability to the Fund. The program customer has this balance as a credit for use in meeting the subsequent Fiscal Year charges, reducing payment requirements for the succeeding years. Alternatively, a customer can contact the Fund, and arrange to have advance payments deobligated for use elsewhere in their program direction account in the current fiscal year.

The Fund and the customer must reach agreement as to the amount of funds available for withdrawal before a deobligation is recorded in DISCAS.

c If a WCF business line has charged customers more in a Fiscal Year than it spent to provide the service, such balances belong initially to the business, rather than to specific customers. However, the Fund operates on a not-for-profit basis, so the WCF Board would be expected to reduce the subsequent Fiscal Year's prices. The experience of the Fund to date suggests that this type of balance is on the order of one percent, so customers should not expect proportionately large rebates from this source.

c If a program anticipates underspending with one WCF business and overspending with another, it may amend its funding pattern to correct this situation by (1) issuing a payment authorization to revise funding allocations by business line, or (2) issuing a blanket (lump sum) authorization that stipulates funds to be allocated as necessary to cover costs as they are actually incurred.

Q. How can money be used out of the WCF when offices have savings? Can the funds be used for updating computer equipment?

A. Think of the WCF businesses like other suppliers to which program customers obligate appropriated funds. If you can reduce your purchases from the WCF, you have funds available for other purposes, but the laws and policies administered by the CFO govern the use of such savings in the same way they govern other appropriated funds.

Q. What options are available if a customer is not able to pay the full WCF costs because of budget cuts, but can't reduce the discretionary expenses without severely curtailing day-to-day operations?

A. Again, think of the WCF businesses like other suppliers. Funding problems need to be identified early and discussed with the CFO, because the Working Capital Fund has no independent source of financing other than payments from customers.

Q. Are costs that are incurred in September accrued in that fiscal year, or are they costed in the next fiscal year?

- A. The charges for September are reported to the CFO for treatment as that fiscal year's costs to program customers.
- Q. What are the procedures to address deficit spending in a timely manner in a particular business line so it is not a continued drain on the WCF?
- A. When a business line has experienced a financial loss for two consecutive fiscal quarters, the Fund manager will ask the cognizant working group plus the Business Line's management to prepare a report for the Board diagnosing the causes of the losses and outlining recommendations for remedial action, including but not limited to: (a) the pricing policy changes; (b) cost structure changes; (c) changes to the cost level of the business; (d) operating level changes; and (e) options for whether and how to continue the business. The Fund manager may also submit to the Board any differing recommendations received from the business line or working group members.

Information and Communication Systems

- Q. Who is responsible for estimating the WCF budget requirements of each customer?
- A. The Fund business lines provide customers with good faith estimates of future requirements, but customer organizations are responsible for checking these estimates, applying their own judgments about the need for and use of services, and budgeting accordingly. In some cases, customers have the choice between obtaining services from the WCF or from other suppliers, so the WCF business lines do not have knowledge regarding customer expenditures outside the Fund.
- Q. Who is ultimately responsible for the WCF budgets of the customers?
- A. The customer organizations are responsible for including sufficient funds in their budgets for the types of services provided by the Fund. The WCF does not exercise funds control over its customers and does not automatically discontinue services when customers' funding is insufficient to pay for them.

- Q.** How can customers budget accurately for the WCF when M&A keeps changing the estimates and why do the estimates change?
- A.** The Fund provides three estimates of projected cost for each fiscal year and, for some business lines, a fourth:
- (1) Original budget estimate, in December/January time frame, based upon usage data experienced in the preceding 12-month period.
 - (2) A revised budget estimate developed in May/June using more recent usage information available at the time. This is included with the corporate budget prepared for the fiscal year immediately following the subject execution year.
 - (3) Actual costs incurred, provided in October, for the fiscal year immediately preceding the subject execution year.
 - (4) Negotiated service agreements, as of October 1, for business lines where applicable (Building Occupancy, Desktop, Networking, Telephone, Contract Closeout).

However, some degree of variance will remain because program customers, rather than M&A, are making the decisions that drive costs. Customers may wish to adjust their accounts for scheduled changes in staffing levels, anticipated increases or decreases in usage levels, and any other factors that are appropriate and applicable.

- Q.** By what date can we expect the Fund to provide Fiscal Year cost forecasts?
- A.** For the current year, the Fund staff generates forecasts monthly, with the billing documents. For the subsequent year, the Fund has been providing estimates along with the CFO calls for budget documentation. We will make new fiscal year estimates in December of each year, before the Congressional budget is submitted, and we will make revised estimates in the Spring, in conjunction with the Corporate Budget Review.
- Q.** In the past, the Fund has adjusted estimates in a given business line during the year that results in some customers having to pay more, while others get a "windfall." While this is necessary to show actual costs, it has the potential

to cause a hardship for some customers. Why can't the adjustments be effective at the beginning of the next fiscal year?

A. In some working capital funds, there is a 1-2 year time lag between the initial estimates and the final adjustments, such that underpayments by a program in a particular fiscal year might be made up two years later -- the "next budget opportunity." Such funds, notably those of the Department of Defense, have large cash balances to permit the businesses to operate at a cash deficit until prices can be adjusted. The DOE working capital fund was started without a direct appropriation to sustain such balances, and each business has had to cover its costs in real time. This has the advantage of providing the Department with a very responsive and market-like approach to decision-making.

Q. Backup information is not routinely provided so that some level of verification can be made. Can this be automatic for offices that want that level of information without having to call monthly for the data?

A. Program customers may request backup information directly from business lines. During FY 1997, the Fund staff conducted a pilot test in which hard copy information on Administration Services business lines was provided with the bill, along with a questionnaire on the value of this information. We reported the costs of this pilot to the Board, along with the survey results. Basically, the few customers (6) who responded to the survey said that the pilot information was not valuable enough that they were willing to pay for it, so the pilot was not continued. Also, while the Fund has resulted in cost reductions and efficiencies for the Department, the Fund staff have advised the Board that certain information systems enhancements, while desirable, would likely involve significant investment costs, eroding the net benefits of the Fund to the Department.

We would be open to customer suggestions on priorities for improving information provided with the bills or in some other form.

Q. With an eye to assisting HQ organizations with monitoring and controlling their WCF-related costs, can programs obtain copies (electronic and/or hard copies) of: (1) WCF monthly billing statements, and (2) reports containing detailed information in support of the monthly billing statements?

- A. Right now, the billing system reports are only available in hard copy, though the Fund staff is renewing work on getting the monthly billing memoranda and accompanying spreadsheet tables onto the WCF electronic bulletin board.

More detailed information supporting the billings is generated by multiple computer systems, typically mainframe-based, and then summarized into the billing system through specific templates. Right now, a customer cannot work backward electronically through this set of systems to obtain the detail. As noted above, business line staffs will work with customers to provide information on consumption trends using paper records, but major investments in new financial systems have not been undertaken because of a lack of customer interest.

- Q. What should customers do if they think they have been overcharged?

- A. Each monthly bill contains a list of contact points for billing questions. If a customer believes that there has been a billing error, she or he should communicate directly with the relevant point of contact. If the customer is not satisfied by this contact or by communication with the Fund staff, the customer may use the Dispute Resolution Council procedures established by the Board.

General

- Q. Are there procedures to review the business lines/procedures/content of the WCF periodically to assess the validity of what is there and if it is working to the benefit of the whole?

- A. The Fund is reviewed at a number of different levels:

- c The Fund Manager has responsibility for providing quarterly reports to the Board on the financial results of business lines, with particular emphasis on: (1) known or expected problems with compliance with Fund policies on administrative control of funds; (2) anticipated need for changes in billing of WCF costs in the current year; (3) anticipated need for actions by the Dispute Resolution Council; or (4) anticipated need for changes in budget forecasts and advice to customers. The quarterly reports are based on

information in the Department's accounting system and reconcile the Fund's information with the Department's accounting records.

- c The Inspector General is charged with conducting annual audits of the Fund, and Fund management and the Board to the recommendations made by the IG through the DARTS process.
- c The Department provides a budget justification for the Fund to OMB and the Congress, both of which have asked detailed questions and provided policy guidance.

WORKING CAPITAL FUND PRICE LIST - FY 2000	
SERVICE AREA	PRICING
PHOTOCOPYING	<p><u>TYPES OF COPIER</u> <u>COST PER COPY</u></p> <p>Staffed & Central (B&W) .028</p> <p>Staffed Color . 50</p> <p>Dedicated (Owned): Estimated fully loaded per copy cost for paper, maintenance, supplies, and depreciation (replacement cost). This is provided for info only - costs are billed for paper and handling only.</p> <p>Dedicated (Paper & Handling Only) .015</p>
BUILDING OCCUPANCY	<p><u>BUILDING</u> <u>AVG. COST PER SQ. FT.(FULLY LOADED)</u></p> <p>Forrestal \$49.37</p> <p>Germantown \$22.14</p> <p>L'Efant Plaza \$32.75</p> <p>270 Corporate \$23.90</p> <p>Cloverleaf \$24.38</p> <p>Crystal City \$25.48</p>
PRINTING	Actual cost per job. (As billed by GPO)
GRAPHICS	Allocation based upon actual graphics usage (FY 1999) as determined by percentage weighted job values.
MAIL	<p>Internal Dist. - \$9,500/Yr per mail stop</p> <p>Shared Dist. - \$ 1,500/Yr per Organization [No charge in FY 2000]</p> <p>Metered Mail (USPO) - Actual postal rates per piece</p> <p>Nationwide Pouch (USPO) - \$1,680/Yr per Organization [No charge in FY 2000]</p> <p>Special Handling - Incoming - Actual cost per piece</p>
SUPPLIES	Items individually priced.

NOTE: Cost of WCF Federal Salaries are not included in prices of goods and services above.

WORKING CAPITAL FUND PRICE LIST - FY 2000

TELEPHONES	<u>TYPE OF SERVICE</u>	<u>COST PER CALL</u>
	Local Service	\$.05/call
	Information Service (411 calls)	GTN \$0.43/FORS \$0.38
	Long Distance Service	Actual
	<u>Infrastructure Fees:</u>	
	<u>TYPE OF SERVICE</u>	<u>COST PER MONTH</u>
	Phone Lines/DPU/FAX Server/Balun	\$38.84 per line
	LAN Connections	\$34.86/Mo per connection
AOSS (Desktop & LAN)	<u>TYPE OF SERVICE</u>	<u>COST</u>
	Subscription (Non-Warranty)	\$250/Yr per workstation
	Subscription (Warranty)	\$100/Yr per workstation
	On-Call Service	\$75/ Hr + materials per wkst
	Software Aquisition	Actual Cost (charged direct)
	Software Installation	Per dedicated support
	Infrastructure Fee	\$82/ Yr per workstation
	Training Room Rental	\$500/Day
	Computer-based training course	\$30/ Student per course
	Classroom Courses:	
	1/2-day:	\$65.00/Student per course
	1-day:	\$125/Student per course
	2-day:	\$250.00/Student per course
	Individual Training	\$300/Day per student
	End User Center	No charge

WORKING CAPITAL FUND PRICE LIST - FY 2000

CONTRACT CLOSEOUT SERVICES	<u>TYPE OF SERVICE</u> <u>COST PER INSTRUMENT</u>
	<p>Base Level Service</p> <p>Purchase Order \$ 240</p> <p>Fixed Price \$ 240</p> <p>Interagency Agreement \$ 320</p> <p>Financial Assistance \$ 440</p> <p>Cost Reimbursement \$ 4,960</p> <p>Additional Directed Service</p> <p>Purchase Order \$ 540</p> <p>Fixed Price \$ 540</p> <p>Interagency Agreement \$ 720</p> <p>Financial Assistance \$ 1,020</p> <p>Cost Reimbursement \$11,160</p>
PAYROLL AND PERSONNEL SERVICES	Unit cost of \$188.27 allocated based on the number of employees on board in each organization at the beginning of the Fiscal Year.
CORPORATE EXECUTIVE INFORMATION SYSTEM	Programs are charged \$425 per connected user.

SAMPLE BILLS FROM THE NEW WCF BILLING SYSTEM

MA-1 (Office Of The Director For Management And Administration)
Payroll Processing
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Alloc			
Payroll Processing	188.27	483	\$90,933.00
		Total Alloc	\$90,933.00
		Grand Total	\$90,933.00

MA-1 (Office Of The Director For Management And Administration)
Mail
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Exp			
Special Handling - Express	0.00	1	\$4.00
		Total Exp	\$4.00
Infra			
Internal Distribution - Dedicated	0.00	23.5	\$223,250.00
		Total Infra	\$223,250.00
USPS			
Outgoing U.S. Postal	0.00	5	\$4.00
		Total USPS	\$4.00
		Grand Total	\$223,258.00

MA-1 (Office Of The Director For Management And Administration)
Copying
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Cent			
Central/Staffed Cost per Copy	0.00	420448	\$11,772.14
		Total Cent	\$11,772.14
Ded			
Dedicated Maintenance Service	0.00	28543	\$634.60
		Total Ded	\$634.60
		Grand Total	\$12,406.74

MA-1 (Office Of The Director For Management And Administration)
Printing & Graphics
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Dist			
Internal Distribution Support	0.00	0	\$2,815.00
		Total Dist	\$2,815.00
Graph			
Graphics Support Allocation	0.00	0	\$18,343.00
		Total Graph	\$18,343.00
		Grand Total	\$21,158.00

MA-1 (Office Of The Director For Management And Administration)
Building Occupancy
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Direct			
Rent for Assigned Space	0.00	0	\$2,074,558.70
		Total Direct	\$2,074,558.70
Infra			
Audio Visual Electronic Support	0.00	0	\$34,349.45
Engineering and Facility Management	0.00	0	\$172,901.19
GSA Reimb-Salary Offset	0.00	0	(\$96,932.37)
		Total Infra	\$110,318.27
		Grand Total	\$2,184,876.96

MA-1 (Office Of The Director For Management And Administration)
Telephone
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Infra			
Balun Lines	32.75	16	\$524.00
DPU Lines	32.75	4	\$131.00
Dual Lines	32.75	21	\$687.75
Single Lines	32.75	29	\$949.75
		Total Infra	\$2,292.50
Local			
Local Usage-Allocated	807.00	314	\$28.89
Local Usage-Direct	6125.80	2428	\$273.15
		Total Local	\$302.04
LongD			
Long Distance Usage-Allocated	1593.90	370	\$77.99
Long Distance Usage-Direct	4073.60	786	\$180.51
		Total LongD	\$258.50
		Grand Total	\$2,853.04

MA-1 (Office Of The Director For Management And Administration)
Desktop
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Infra			
Software Hotline/Virus Protection	6.84	36	\$246.24
		Total Infra	\$246.24
Service			
Repairs-Labor Time	75.00	2.09999990463257	\$157.50
Repairs-Materials	0.00	0	\$540.69
		Total Service	\$698.19
		Grand Total	\$944.43

MA-1 (Office Of The Director For Management And Administration)
Networking
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Infra			
LAN Connections	32.39	66	\$2,137.74
		Total Infra	\$2,137.74
		Grand Total	\$2,137.74

MA-1 (Office Of The Director For Management And Administration)
Contract Closeout
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Base			
Base Level Fixed Price	240.00	12	\$2,880.00
Base Level Purchase Order	240.00	22	\$5,280.00
		Total Base	\$8,160.00
		Grand Total	\$8,160.00

MA-1 (Office Of The Director For Management And Administration)
Executive Info Service
Charges for the Month Ending 10/25/99

Type of Service	Unit/Time	Number of Units	Total Cost
Subscript			
Hardware Maint./Acquisition Warranty Service	425.00	10	\$4,250.00
		Total Subscript	\$4,250.00
		Grand Total	\$4,250.00

CHAPTER 2:

WCF Business Line Products & Services

TELEPHONE BUSINESS LINE

Service Description

Telephone service includes local, long distance, and international dialing provided through the Headquarters Information Exchange (IX) System; specialized services such as operator-assisted calls (including large audio conference calls), voice mail, three-way calling, call forwarding, automatic ring-back, and custom calling cards; and trained technical personnel to install, repair and operate the system. The cost of telephone instruments, cellular phones, pagers, and other like equipment are not included in the WCF.

Pricing Policy

Telephone system costs are allocated to Headquarters offices based upon three categories:

1. Headquarters telephone system infrastructure costs, which are composed of: (a) the cost of the leased telecommunications circuits connecting the Headquarters buildings to the internal telephone system, including the CENTREX telephone line charges for staff located in leased facilities; (b) the cost of leased telecommunications circuits that support local, long distance and international calling; and (c) the cost of the technical staff who operate the Headquarters telephone switches, and install and repair the telephone wiring plant, are allocated among program organizations based on the number of active telephone lines as a per line monthly charge. Since the Fund's inception, program customers have been validating, and reducing, the number of active phone lines.
2. The costs of dedicated communication circuits are be allocated to those organizations requesting installation of such lines.
3. All long distance, local, and international calls are allocated to the originating telephones and thus to programs based on the actual billing information received by the Department.

Pricing Method (Billing Calculation)

The total cost of the telephone infrastructure is based upon annual estimated operating costs and depreciation. Rates are structured to recover this amount. Every month, on the 25th, an inventory of lines is taken. The total number of phone lines is divided into 1/12 of the annual infrastructure cost to calculate the monthly phone line rate. Each organization is billed for the total number of lines they own at the calculated rate.

Billings for externally provided telephone services (i.e., local, long distance, international, etc.) in a specific month will cover services provided in the prior 4-6 week period, a practice which is currently followed by commercial telephone companies. Every month, billing tapes are received from Bell Atlantic, FTS2000, and MCI. The key to these charges is the phone number that placed the call. These tapes are matched against our internal database of phone lines and assigned to the organization that owned the line. Any un-matched phone number charges are spread against all the organizations based on the percentage of the total usage bill they have for that month.

Annual Projections

Annual projections are based on the inventory of lines each organization owns at the end of August plus annualized usage cost based on their actual history.

Billing Cycle

On the 25th of each month, the count of phone lines by category (single, dual, data, and Balun) each organization owns is billed to them at the current line rate.

Actual telephone usage is based upon service providers' bills processed through the General Services Administration. Calls are charged to all phone numbers assigned to an organization. There is typically a two month lag on receipt of bills from the service providers (e.g. FTS 2000). For example, the October FTS 2000 costs will be billed to the customers in December. At the Fiscal Year end, the August and September bills are accrued and adjusted to the customers when actual bills are received.

Service Standards

Listed below are the operating standards of service that all customers using the Department of Energy (DOE) Headquarters (HQ) Telephone System should expect to receive during normal business day activities:

- C For local calls, the average of no more than 1 in 100 telephone calls that will be blocked during the telephone system busy hour due to a lack of telephone common switching equipment or trunking.
- C For FTS long distance telephone calls, the average of no more than 3.5 in 100 calls that will be blocked during the busy hour.
- C The response time for a non-emergency telephone trouble call during a normal Department of Energy business day of 7:00 a.m. to 6:00 p.m. is four hours or less.

- C Non-priority requests for telephone service moves, adds, or changes, excluding the acquisition of new equipment, are completed within 5 working days from the time of approval.
- C Telephone Customer Service Representatives responsible for processing orders requesting telephone service moves, adds, or changes will be available during normal business days from 7:00 a.m. to 6:00 p.m.
- C Telephone Customer Service Representatives will be available at the telephone trouble desk to answer trouble calls during normal business days from 7:00 a.m. to 6:00 p.m.
- C The Telephone Service Operators' switchboard will be open to assist telephone users with call completions, directory assistance, or call conferencing as required during normal business days from 8:00 a.m. to 5:30 p.m.

Telecommunications Billing System Terminology

Terminology

- | | |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Call Detail Record | Calls originating from the Germantown and Forrestal sites are registered and logged by the Telecommunications Management System (TMS). From each outgoing call, a Call Detail Record (CDR) is created consisting of the originating telephone number, terminating telephone number, and time and date stamp. This record is matched to the vendor bill to determine the unique telephone extension originating the call. |
| Subscriber File | The Subscriber file or Master Inventory is the TMS data base of all telephone lines (Balun, LAN, Data, Centrex, Single) within the DOE Headquarters umbrella. Each line entry contains the registered employee name or description such as Conference Room, the employee's organization and the location of the line. |
| Vendor | The suppliers of DOE's telecommunications services. Currently, these vendors are AT&T, MCI and Bell Atlantic. AT&T is the International Long Distance carrier. |
| Contractor | DOE authorized contractors providing support services to DOE Headquarters organizations. These contractors may be located in the Germantown and Forrestal Headquarters buildings or at satellite off site locations. |
| Private Branch Exch. | A telephone call switching and connecting device (PBX). |

TIE Line	A line that interconnects an offsite location to the main Germantown/Forrestal PBX.
CENTREX	Telephone service provided by GSA to those DOE-HQ locations outside the boundary of the HQ Telephone Switch System (e.g., 950 L'Enfant Plaza).

Line Charges

Unmatched: The Department of Energy Headquarters PBX's do not forward to the telephone carrier the originating individual telephone numbers of users making outgoing calls. This information is retained at the Headquarters PBX and logged in the TMS generated CDR. Each month, the telephone vendor billing is matched to the CDR to identify the originating DOE caller. During this monthly process, there are legitimate DOE calls which for the four determining factors denoted below under 'Composition' cannot be matched to a specific user organization. These calls are considered 'Unmatched' and are tallied collectively for the billing period and proportionately levied to each WCF organization. Refer to 'Calculation' below for the specific computation used in determining each organization's share of the unmatched calls.

Composition The vendor bills a call which matches the recorded call on the TMS CDR. However, the originating extension number obtained from the CDR is not registered in the Subscriber file. Therefore, the incurring organization cannot be determined.

The vendor bills a call which does not match any call on the TMS CDR. Therefore, the incurring organization cannot be determined.

The vendor bills a call which matches the call of the TMS CDR, but the originating extension in the CDR references a non-billable TIE line. Therefore, the incurring organization cannot be determined.

The vendor bills a call which matches the call of the TMS CDR and the organization code registered to that extension is specifically; CFC, EG&G, FERC, GAO, GSA and Vendor. WCF policy was established that calls originating from these organization codes be computed as 'Unmatched'.

Calculation Unmatched vendor charges are spread to all incurring WCF organizations based on their percent of usage on the DOE Headquarters total usage. Each WCF organization's monthly usage is divided by the total monthly DOE Headquarters usage to determine that organization's percentage. The computed percentage is then multiplied by the monthly DOE total to obtain an organization's unmatched share.

$$\begin{aligned}\text{Org usage} / \text{DOE total usage} &= \text{Org \%} \\ \text{Org \%} \times \text{DOE total usage} &= \text{Org share}\end{aligned}$$

Common Use: Common Use lines (CUL) are telephone numbers assigned to multi-organizational conference rooms, 800 services providing access to voice mail, contractors, Guard Stations, etc. that cannot be directly linked to a host organization and serve the common good for all DOE organizations. Outgoing telephone calls originating from designated CUL numbers are similarly handled to the “unmatched” in that the calls are tallied collectively for the billing period and proportionately spread to each WCF organization. The computation used in determining this monthly assessment is detailed below under ‘Calculation’.

Calculation CUL vendor charges are spread to all incurring WCF organizations based on their percent of usage on the DOE Headquarters total usage. Each organization’s monthly usage is divided by the total monthly DOE Headquarters usage to determine that organization’s percentage. The computed percentage is then multiplied by the monthly DOE total to obtain an organization’s CUL share.

$$\begin{aligned}\text{Org usage} / \text{DOE total usage} &= \text{Org \%} \\ \text{Org \%} \times \text{DOE total usage} &= \text{Org share}\end{aligned}$$

Universal Service Fund: The Telecommunications Act of 1996 mandated the establishment of a ‘Universal Service Fund’ (USF) to subsidize two new programs that support connecting schools and libraries to the Internet and subsidize telecommunications cost for rural health care providers. The USF Act went into effect on January 1, 1998 and requires a 4.9 percent surcharge on all telecommunications monthly service or usage billing. For WCF billing, this surcharge is a separate billing line entry for each DOE telephone service provider (FTS2000, MCI, Bell Atlantic, AT&T).

Calculation Each WCF organization’s monthly usage per vendor is multiplied by 4.9 percent to obtain the monthly surcharge. The computation is performed using the total organizational usage charges prior to any other tax or surcharge.

Taxes & Surcharges: The local telephone provider for DOE is Bell Atlantic (BA). BA assesses taxes to certain CENTREX locations. This charge for those specific organizations appears on the WCF bill under Bell Atlantic Taxes.

A Federal Surcharge, or Deaf Tax, is imposed by Bell Atlantic for Hearing Impaired telephones. This surcharge is spread to all WCF organizations using the same percentage calculations as for CUL and Unmatched. Organizations which are solely CENTREX locations are excluded from this surcharge.

Management Flexibility

Customers have some limited ability to change their individual infrastructure costs by controlling the number of their organization's phone lines. The options available for customers to directly reduce their usage costs are to reduce local, long distance and international calls. The cost of completing these calls and the duration for long distance and international calls are directly charged to the incurring organization. An individual organization also has the option of limiting the type of services available on their office telephones (e.g., (1) only intra Forrestal and Germantown locations, (2) only intra and local calling, (3) only intra, local and long distance calling, etc.). Telephone infrastructure costs are reviewed every 6 months by the Information Management WCF Pricing Policy Working Group and service prices are adjusted if necessary.

Points of Contact

Fund Manager: Pete Grahm, 301-903-4653

Business Line Manager: Patrick Hargett, 301-903-4625

Service Points of Contact: Judy E. Saylor, (301) 903-4999/(202) 586-5999)
Diane McDonough (301) 903-2711/(202) 586-5999)

Procedure for Obtaining Service

Request for service to MA-44 submitted by the designated Organizational Point of Contact via: (1) DOE Memorandum; DOE Form F4250.2, Requisition for Supplies and Services; or e-mail (receipt requested).

FREQUENTLY ASKED QUESTIONS ABOUT THE TELEPHONE BUSINESS LINE

- Q.** How can my office reduce its telephone costs?
- A.** The options available for customers to directly reduce their telephone system costs are to reduce local, long distance and international calls. The cost of completing these calls and the duration for long distance and international calls are directly charged to the incurring organization. An individual organization has the option of limiting the type of services available on their office telephones (e.g., (1) only intra Forrestal and Germantown locations, (2) only intra and local calling, (3) only intra, local and long distance calling, etc.).

- Q.** Who should we call to disconnect unused telephone lines or to restrict telephone usage (information assistance, long distance, etc.)?
- A.** Customers should contact either Judy Saylor on (301) 903-4999/(202) 586-5999, or Diane McDonough on (301) 903-2711 (202) 586-5999, to have unused lines disconnected or have calling restrictions placed upon usage.
- Q.** Who pays for telephone instruments and how do we get them?
- A.** The Working Capital Fund **does not** fund the cost of providing new telephone instruments or upgrading existing telephone instruments by replacing older ones with new equipment. The WCF **does** fund the repair and maintenance of existing telephone instruments purchased through the Office of Information Management that are malfunctioning. The requesting organization must fund the cost of acquiring new telephone instruments. Contact either Judy Saylor on (301) 903-4999/(202) 586-5999, or Diane McDonough on (301) 903-2711 (202) 586-5999 to request assistance in determining the telephone instrument needs of the organization and funding required to acquire the instruments.

The Headquarters telephone system is proprietary (Northern Telecom Inc. - NORTEL) and any telephone instruments connected to the system must be NORTEL compatible. To insure this compatibility standard, any telephone instruments connected to the Headquarters telephone system **must** be acquired through the Office of Information Management's Telecommunications Integrator Services (TELIS) contract. Customers who elect to purchase their own telephone instruments are cautioned that the WCF telephone line charge **does not** warrant NORTEL compatibility compliance nor cover the repair or maintenance cost for such telephone instruments.

FY 2000 ESTIMATE TOTALS FOR TELEPHONES

Organization	Estimates Tele/Usage FY 1999	Estimates Tele/Usage FY 2000	Total Line Count (\$466.03/line)	Estimates Tele/Infra FY 1999	Estimates Tele/Infra FY 2000	Total FY 2000 Telephones Estimate
	A	B	C	D	E	F
					(C*\$466.03)	(B+E)
AB	\$1,307	\$1,307	19	\$7,959	\$8,855	\$10,162
BPA	\$2,269	\$2,269	25	\$10,038	\$11,651	\$13,920
CI	\$15,894	\$15,894	93	\$38,905	\$43,341	\$59,235
CN	\$4,225	\$4,225	79	\$26,407	\$36,816	\$41,041
CR	\$29,559	\$29,559	485	\$190,759	\$226,025	\$255,584
DP	\$105,832	\$104,000	889	\$374,897	\$414,301	\$518,301
ED	\$7,181	\$7,181	93	\$37,395	\$43,341	\$50,522
EE	\$105,695	\$109,425	801	\$318,101	\$373,290	\$482,715
EH	\$57,924	\$55,000	743	\$316,957	\$346,260	\$401,260
EI	\$160,101	\$160,101	832	\$360,434	\$387,737	\$547,838
EM	\$135,194	\$135,194	1,015	\$415,411	\$473,020	\$608,214
FE	\$53,807	\$53,807	449	\$186,854	\$209,247	\$263,054
FI	\$7,667	\$0	0	\$37,278	\$0	\$0
GC	\$21,723	\$21,723	341	\$137,849	\$158,916	\$180,639
HG	\$8,734	\$8,734	76	\$32,676	\$35,418	\$44,152
BCA/HG50	\$880	\$880	14	\$5,249	\$6,524	\$7,404
IA	\$16,751	\$16,751	138	\$61,189	\$64,312	\$81,063
IG	\$18,767	\$18,767	329	\$129,491	\$153,324	\$172,091
IN	\$54,363	\$54,363	100	\$36,612	\$46,603	\$100,966
MA	\$180,474	\$133,000	1,580	\$852,107	\$736,327	\$869,327
MD	\$7,444	\$8,500	64	\$24,982	\$29,826	\$38,326
NE	\$18,427	\$18,427	265	\$103,183	\$123,498	\$141,925
NE60		\$0	202	\$0	\$94,138	\$94,138
NN	\$168,079	\$78,000	399	\$579,795	\$185,946	\$263,946
NN30	\$8,810	\$0	0	\$25,526	\$0	\$0
NR	\$49,294	\$49,294	0	\$81,715	\$0	\$49,294
OA		\$3,000	47	\$0	\$21,903	\$24,903
PA	\$8,195	\$8,195	74	\$29,489	\$34,486	\$42,681
PC	\$1,515	\$1,515	7	\$2,437	\$3,262	\$4,777
PO	\$11,182	\$11,182	80	\$43,742	\$37,282	\$48,464
RW	\$52,877	\$52,877	196	\$78,135	\$91,342	\$144,219
SI	\$11,895	\$11,895	125	\$46,956	\$58,254	\$70,149
SC	\$62,868	\$62,868	659	\$262,051	\$307,114	\$369,982
SO		\$151,000	1,713		\$798,309	\$949,309
WAPA	\$1,652	\$1,652	18	\$7,249	\$8,389	\$10,041
WT	\$7,654	\$7,654	60	\$23,763	\$27,962	\$35,616
Hqs DOE	\$1,398,239	\$1,398,239	12,010	\$4,885,591	\$5,597,020	\$6,995,259

NETWORKING BUSINESS LINE

Service Description

Networking provides:

- C Connectivity for DOE Headquarters through Local and Wide Area Networks. This connectivity provides interoperability for 86 organizational Local Area Network (LAN) segments in two main headquarters and associated satellite buildings, and connectivity to the Headquarters mainframe systems. There are approximately 7,750 LAN connections in Headquarters.
- C Access to the Internet and World Wide Web, Electronic mail, and DOECast for information sharing through the LAN backbone infrastructure.
- C Interface services and communications links to field sites, other government agencies, and public/private business partners.

Pricing Policy

Networking charges represent infrastructure costs which are comprised of: (1) the cost of the leased telecommunications circuits connecting the Headquarters metropolitan area locations (including the Germantown campus) into the network backbone system; (2) the cost of the Internet Service Provider for Headquarters¹; (3) the cost of maintaining the common network infrastructure components (routers, switches, bridges, hub-mail routing servers, etc.); and (4) the cost of providing the technical staff who install and repair network connections and monitor/operate the various common network components. These charges will be allocated among program organizations based on the number of active local area network (LAN) connections as a per connection monthly charge. Since the Fund's inception, program customers have been validating the number of active LAN connections.

Pricing Method (Billing Calculation)

The total cost of the networking infrastructure is based upon annual estimated operating costs for the infrastructure categories approved by the WCF Board. Rates are structured to recover this amount. Every month, on the 25th, an inventory of lines is taken. The total number of LAN connections is divided into 1/12 of the annual infrastructure cost to calculate the monthly line rate. Each organization is billed for the total number LAN connections they own at the calculated rate.

¹ The cost of the Internet Service Provider for Headquarters was approved as a rate increase by the Working Capital Fund Board of Directors on April 22, 1999.

Billing Cycle

On the 25th of each month, the count of LAN lines each organization owns is billed to them at the current LAN Line rate.

Service Standards

Listed below are the operating standards of service that all customers using the Department of Energy Local Area Networks should expect to receive during normal business day activities:

- C The normal business hours of attended LAN Operations support services will be Monday through Friday from 6:00 a.m. to 6:00 p.m.
- C The DOE HQ LAN backbone availability during business hours requires under contract a two hour response time for mission critical hardware problem calls.
- C The response time for non-mission critical hardware problems will be "same business day."

After hours coverage. The LAN Operations staff provides after hours HOTLINE coverage for multi-user LAN problems. Response time to callers will occur within 30 minutes.

Management Flexibility

This is one WCF Information Management functional business line where the customer does not have any significant options available for direct cost reductions to their organization. The cost components of this business line are relatively fixed and serve the entire enterprise. This pricing policy simply "spreads" the cost amongst all organizations based upon active network connections. The user organizations have some limited ability to change their individual infrastructure costs by controlling the number of their organization's networking connections.

Points of Contact

Fund Manager: Pete Grahn, 301-903-4653

Business Line Manager: Patrick Hargett, 301-903-4625

Service Points of Contact: Rich Otis, (301/903-5310)
Rickey Hall, (301/903-8022)

FREQUENTLY ASKED QUESTIONS ABOUT THE NETWORKING BUSINESS LINE

- Q.** What systems are included in the Networking charge?
- A.** The WCF networking charge funds the cost of the telecommunications circuits that connect the Departments metropolitan area locations (including the Germantown campus), the cost of maintaining the common network infrastructure components (routers, switches, bridges, hub-mail routing servers, etc.) and the cost of providing the technical staff who install and repair network connections and monitor/operate the various common network components.
- Q.** What can I do as a manager to save money in this area?
- A.** This is one WCF Information Management functional business line where the customer does not have any options available for direct cost reductions to their organization. The cost components of this business line are relatively fixed and serve the entire enterprise. This pricing policy simply “spreads” the cost among all organizations based upon active network connections.

FY 2000 ESTIMATE TOTALS FOR NETWORKING

Organization	Networking Line Count (\$418.32/line)	Networking Estimates FY 1999	Networking Estimates FY 2000
	A	B	C
			(A*\$418.32)
AB	17	\$6,552	\$7,111
BPA	1	\$65	\$418
BCA/HG50	2	\$1,953	\$837
CI	39	\$16,406	\$16,314
CN	24	\$7,319	\$10,040
CR	372	\$137,019	\$155,615
DP	753	\$302,124	\$314,995
ED	59	\$27,231	\$24,681
EE	648	\$255,581	\$271,071
EH	650	\$262,405	\$271,908
EI	4	\$1,946	\$1,673
EM	796	\$319,000	\$332,983
FE	339	\$130,358	\$141,810
FI		\$31,188	\$0
GC	235	\$94,155	\$98,305
HG	73	\$32,579	\$30,537
IA	97	\$36,735	\$40,577
IG	201	\$78,047	\$84,082
IN	0	\$0	\$0
MA	1,191	\$637,239	\$498,219
MD	46	\$18,106	\$19,243
NE	234	\$86,781	\$97,887
NE60	0	\$0	\$0
NN	159	\$116,934	\$66,513
NN30		\$8,824	\$0
OA	7		\$2,928
PA	42	\$16,736	\$17,569
PC	7	\$2,479	\$2,928
PO	58	\$25,575	\$24,263
RW	266	\$107,587	\$111,273
S1	49	\$17,668	\$20,498
SC	676	\$266,908	\$282,784
SO	713	\$0	\$298,262
WAPA	0	\$0	\$0
WT	35	\$14,661	\$14,641
Hqs DOE	7,793	\$3,060,161	\$3,259,968

DESKTOP BUSINESS LINE

Desktop Support contains three components: I. Workstation Infrastructure, II. Technology Training, and III. Maintenance of Desktop Workstations:

I. WORKSTATION INFRASTRUCTURE:

Service Description

- C Provides media decontamination service, live test demonstrations of emerging technology, virus investigation and control, tactical hardware and software analysis and evaluations, and disk media recovery services.
- C Provides a centralized “Help Desk” service for ordering hardware repairs, technical support of software products used throughout Headquarters, and reporting of telephone system and Local Area Network (LAN) problems.

Pricing Policy

Infrastructure expenses include costs for virus protection, adaptive workstation support, and software program support. These costs are allocated among programs by the number of workstations.

Pricing Method (Billing Calculation)

The pricing is computed by taking the total number of workstations at headquarters listed in the Property Accounting Management System (PAMS) on October 1, and dividing that total into ½ of the annual costs of contractor support to calculate cost per workstation. Each organization is billed for their number of workstations times this unit cost.

Budget Estimating Method

Budgetary estimates are developed based upon the 12-month period prior to issuance or submission of annual budgets.

Billing Cycle

The infrastructure charges are billed semi-annually (every 6 months).

Service Standards

- C Decontamination service is immediate and virus investigation is within two hours.
- C The Information Management Services HOTLINE is available each workday between the hours of 8:00 a.m. and 5:00 p.m. Calls to the HOTLINE, Options 1 and 2 for software support for software installed on personal computers, will be responded to in 15 minutes for high priority calls and 30 minutes for normal priority calls.

Management Flexibility

Although the cost components for this business line are relatively fixed and serve the entire enterprise, customers can help to keep costs down by : (1) ensuring that the data contained in PAMS is correct; (2) reducing vulnerability to virus incidents by being careful when downloading and/or using disks from outside the office; and (3) ensuring that virus detection software is active on all workstations.

Points of Contact

Fund Manager: Pete Grahn, 301-903-4653

Business Line Manager: Patrick Hargett, 301-903-4625

Service Point of Contact: Bette Mohr 202-586-4313

Frequently Asked Questions about the Workstation Infrastructure Portion of the Desktop Business Line

- Q. The proposed amount of infrastructure support for FY 2000 is \$82/year. What services are covered by this amount? Is there overlap with other initiatives programs are paying for?
- A. Included in this charge is virus prevention and eradication, adaptive workstation support, and software hotline support. The services covered do not overlap other initiatives programs are paying for.
- Q. What is the difference between the virus protection included in the Desktop charges and services provided by the Computer Incident Advisory Capability (CIAC) paid for by certain program offices? Is this a double charge?
- A. No, it is not a "double charge." The CIAC program, a department-wide clearing house and response team for all computer security concerns (one of which is virus protection), is jointly

funded by MA, ER and NN and is located at Lawrence Livermore National Laboratory (LLNL). The virus protection included within the Desktop charge is specific to Headquarters virus incidents and interacts with the CIAC when necessary. This effort provides:

- C Assistance to Headquarters customers for decontamination of affected computers when viruses are detected,
- C Assistance to the various Headquarters local Virus Response Teams (ViRT),
- C Analysis to determine the destructive capabilities of new viruses within the Headquarters environment, and
- C Determines the most effective anti-viral protection tools for implementation within Headquarters.

II. TECHNOLOGY TRAINING

Service Description

Course Development

- C Develop and deliver technical training courses, including new courses, enhanced courses, and revision of course materials, in the office automation environment to reflect software upgrades and enhancements.

Classroom Training--Headquarters

- C Offer Windows application courses, Internet courses, mainframe courses, courses in Department-wide application systems training, and training on local area networks (LANs), voice mail, and quality assurance. Classes are offered at three technology training classrooms in the Forrestal campus and four classrooms in the Germantown campus.
- C Publish quarterly Information Management Technology Training Bulletin of class descriptions and schedules. This bulletin is available in paper format and on the MA Homepage (Reference Shelf). The Training Bulletin is also distributed quarterly via DOECAST in summary format.
- C Communicate training schedule updates, policy changes, or other information of interest to organizations and Training Points-Of-Contact. Coordinate with organization's Training Point-of-Contact on training issues and future training needs.
- C Register students for classroom and LAN-based computer-based training (CBT) and issue class completion certificates at conclusion of each course.

- C Publish Departmental Training Information System course catalog for all Information Management Technology Training courses.

Use of Information Management Technology Training Facilities

- C Provide support and assistance for organizations requesting to reserve any of the seven IM Technology Training Rooms for organizational or outside vendor training.

LAN-Based Computer Based Training (CBT)

- C Offer computer based training (CBT) courses accessible in the unclassified local area network (LAN) environment. Current CBT courses include: Microsoft Suite of Products--Access, Excel, PowerPoint and Word; Lotus 1-2-3; Lotus Notes; Internet; Outlook 97, Windows NT; and Windows 95. Access to the LAN-based CBT course is provided in 30 day increments.

Specialized Training

- C Coordinate and schedule trainers to provide specialized training as requested. This includes, but is not limited to, requests for individualized instruction and training that may be requested from or for employees with special needs.

Pricing Policy

Cost of Information Management Technology Courses:

½-Day Course:	\$ 65.00
1-Day Course:	\$125.00
2-Day Course:	\$250.00

Cancellation Policy: Organizations will not be charged for courses canceled at least five business days in advanced of scheduled course. Organizations will be charged the full price of the scheduled course when cancellations are not received at least five business days in advance of scheduled course.

Organizations may send a substitute student to the class. The substitute student should report to class the day of training, sign the roster and indicate who they are substituting for. Cancellations should be directed to the Training Registrar via telephone on 301-903-2862, Outlook addressed to Training-Registrar.

Cost of CBT Course:

\$30.00 per course with 30 calendar day access rights. Access to the LAN-based CBT course will cease when the 30-day period ends. If additional access time is required, individuals can re-register for the course. There is a \$30.00 fee per title for each 30-day access period.

Cost for Specialized Training:

\$300 per Session (A session is a maximum of 3 hours in duration.)

Cancellation Policy: Organizations will not be charged for one-on-one training sessions canceled at least five business days in advance of scheduled training. Organizations will be charged the full price of the training when cancellations are not received at least five business days in advance of scheduled training. Cancellations should be directed to the Training Registrar via telephone on 301-903-2862, Outlook addressed to Training-Registrar.

Cost for Use of Training Room:

\$500 per Day.

Cancellation Policy: Organizations will not be charged for use of a training room provided the reservation cancellation is received at least two weeks prior to scheduled date of usage. Organizations will be charged for use of the training facility when cancellations are not received at least two weeks in advance of date of usage. Cancellations should be directed to the Training Registrar via telephone on 301-903-2862, Outlook addressed to Training-Registrar.

Budget Estimating Method

Budgetary estimates are developed based upon the 12-month period prior to issuance or submission of annual budgets.

Annual Projections

Working Capital Fund projections of current fiscal year usage and costs are calculated upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Total year-to-date cost (October-April) divided by 7 multiplied by 12 = projected annual cost.

Billing Cycle

The billing cycle for this business line is monthly and is based on actual monthly usage. Billing cycle runs from the 26th of one month through the 25th of the following month.

Service Standards

- C Provision of appropriate training facilities.
- C Provision of a staff of qualified instructors.

- C Delivery of comprehensive and appropriate course instructional materials.
- C Provision of fully functional and operational equipment for all scheduled classes.
- C Delivery of detailed usage reports upon request.

Management Flexibility

Participation in the Technology Training Program is entirely discretionary. In addition, customers have the option to select competitive vendors outside the fund.

Points of Contact

Fund Manager: Pete Grahn, 301-903-4653

Business Line Manager: Patrick Hargett, 301-903-4625

Service Point of Contact: Penny Gardner, 301-903-5413

Frequently Asked Questions about the Technology Training Portion of the Desktop Business Line

- Q.** Are the WCF computer courses cheaper or more expensive than those which are commercially available?
- A.** The Information Management courses are very competitive and typically cheaper than those commercially available. A 1-day class at DOE costs \$125 and a ½-day class costs \$65. The Department of Agriculture offers some of the same types of courses and their charge \$175 for a 1-day class. COMPUSA sells training vouchers for \$155 which are good for 1-day training courses. They also have a program where you can buy vouchers in advance and when in excess of 100 vouchers are purchased, the 1-day course cost is \$99. Future Enterprise, a training-only vendor, charges \$200 and up for a 1-day class. This company uses the same resources to produce their course materials (student handbooks) as DOE does so this is a very comparative source

III. MAINTENANCE OF DESKTOP WORKSTATIONS

Service Description

- Installation, repair, upgrades, disconnections and reconnections to Desktop systems.

- Loaner equipment will be provided to subscribers of our Workstation Subscription Service or Warranty Service when we cannot complete repairs within 24 hours. This is contingent upon equipment availability in the Maintenance facility closest to the customer.
- Relocations when requested using T&M fee schedule.
- Repairs to peripherals per T&M fee schedule.
- Repairs to facsimile equipment per T&M fee schedule.
- Maintenance contracts with third party vendors to service specialized equipment per customer request with an administration fee of 10% of the contract value.
- Warranty coordination service for repairs covered under vendor warranty. This includes returning equipment for such repair and assuring that the work has been done when the equipment returns from the vendor, and reinstallation of the product for the user after repairs have been completed.

Pricing Policy

Board Policy

- C** Annual Subscription: Maintenance fee of \$250 per workstation for microcomputer workstation repair (system, monitor of up to 17-inch, standard keyboard, and mouse) or portable notebook computer, with or without docking station, to include (a) onsite repair; (b) loaner equipment, when available, for equipment that will be out of service for more than 24 hours; and (c) installation of compatible upgrade components such as specialty boards, larger hard drives, increased system memory, etc. for DOE-owned equipment. **Note: the cost of the upgrade component is not included in this Plan's pricing and must be preapproved and funded by the requesting organization.**
- C** Warranty Service: As stipulated by manufacturers, equipment under warranty must be repaired or replaced by the warranty service provider of record or other manufacturer-certified vendor; therefore, warranty maintenance administration is offered at a fee of \$100 per unit. If this service option is selected, warranty administration covers performance of all vendor required diagnostics, picking up, packaging, shipping, tracking and ensuring return of hardware shipped off-site for warranty maintenance, as well as installation upon return.
- C** Time and Materials (T&M): Devices (printers, scanners, etc.), as well as desktop units not elected to be covered under Desktop Services subscription, may optionally be covered under a "pay as you use" Time and Material (T&M) contract, based on an hourly labor rate of \$75 plus repair expenses, and one-half hour minimum charge. The T&M option can be exercised in conjunction with a maintenance subscription to address unanticipated requirements that may arise, or may be utilized as the sole option for maintenance.

- C Finally, the remaining half of Help Desk (Hardware HOTLINE) costs referenced in the first bullet completes this second component.

Pricing Method (Billing Calculation)

The following procedures describe the process for recording Working Capital Fund computer repair cost information:

- (1) Organizations provide DOE Number lists of computers and monitors that will be covered under a maintenance plan (warranty or subscription). These are stored in the Applix System. Any items **not** listed are assumed to require Time & Materials (T&M) billing.
- (2) When a work order is generated in Applix, the maintenance plan associated with the DOE number is selected. If no maintenance plan is listed for the DOE Number, the customer is billed for T&M.
- (3) As technicians proceed with the repair, they log their time and the cost of any used parts.
- (4) At the end of the month, a bill is generated showing the T&M repairs, with a summary of labor, parts, and vendor costs for the organization. A customer can request an invoice which provides detailed descriptions of the billing line items.

Budget Estimating Method

Budgetary estimates are developed based upon the 12-month period prior to issuance or submission of annual budgets.

Annual Projections

Annual projections are calculated upon the sum of annualized subscription charges (billed in October) plus Fiscal Year-to-date usage multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Annualized subscription rate plus total year-to-date cost (October-April) times 12/7 =
projected annual cost.

Billing Cycle

Billing is monthly for Time and Materials repairs. Subscriptions and Warranty Service are billed every 6 months in October and April.

Service Standards

Customers can choose from a menu of services, availing themselves of some or all of our maintenance options. The Desktop Services Business Line offers the following services to subscribing organizations. The operating hours of the Desktop Services repair facilities will be from 8:00 a.m. until 5:00 p.m., Monday through Friday, excluding Federal holidays. Services can be requested through the Helpdesk Hotline at (301) 903-2500.

Subscription Maintenance

- C Provide on-site repair of laptop (including docking stations), notebook, and desktop personal computer configurations, (defined as consisting of a system unit, monitor (up to 17 inch screens), a standard keyboard, and mouse).
- C Provide timely acquisition and installation of compatible hardware upgrades. All installations and upgrades include configuration for standard operation in the DOE environment, burn-in, and testing, both prior to and upon completion of installation in the customer's office. Examples include: memory, hard drives, specialty boards, CD-Rom drives, mice etc.
- C Average response times will be from four to six hours. Should it become evident that a six hour response time will be exceeded, the Maintenance Supervisor or a designate will place a call to the responsible user explaining the situation and providing a new arrival time.
- C "Q" cleared personnel will be available at all times to ensure unescorted timely response to secured area requirements.
- C Loaner equipment will be provided whenever available for equipment that will be out of service for more than 24 hours. This equipment will be selected to provide as close to the original equipment's functionality as possible. In the interest of minimizing user area disruption, loaner equipment may be considered a permanent replacement if the configurations are identical.
- C Problem resolution coordination will be provided for service requirements that cross service domains (e.g., LAN, software, and telecommunication related problems) without a requirement for additional customer involvement.
- C A subscription also provides for the establishment by Desktop Services of third-party maintenance contracts for equipment requiring special repair capabilities or facilities. Contracts will be pre-approved and funded by the requesting organization.

Administration of Warranty Maintenance

Our service technicians will provide a first response on all requests for warranty maintenance. This service will be provided in order to identify problems that may be minor in nature and easily remedied, thereby saving valuable time for our customers.

Should Warranty Maintenance be required:

- C Desktop Service Technicians will pick up, pack, ship, track and ensure the return of any equipment that must be shipped off-site for warranty maintenance. Equipment will be shipped within 8 working hours of arrival in either maintenance facility. Repair times will be based on individual warranty provider stipulations.
- C In the case of on-site warranty, Desktop Services will contact the appropriate vendor and, in consultation with them, complete any and all required diagnostics. Should on site maintenance be required, we will make repair arrangements with the vendor and track the repair action through satisfactory conclusion.
- C In all warranty repair situations, Desktop Services will track the repair status and post that status into the hardware Helpdesk database. This will make obtaining timely status information simply a matter of placing a phone call to the 3-2500 hotline. Once repaired, equipment will be returned to the user area (if necessary), and user satisfaction will be confirmed prior to closing the warranty service call.
- C Should the vendor deem equipment replacement necessary, Desktop Services will take responsibility for retirement of the old property tag and placement of a DOE property tag on the new unit or item as well as performing the required installation.

Time and Materials Maintenance

- C Time and Materials maintenance will be provided for all peripheral devices not under a warranty subscription AND all warranty equipment requiring non-warranty service. Additionally, this service may be utilized in lieu of a maintenance subscription for desktop systems. This option can be exercised in conjunction with a maintenance subscription to address unanticipated requirements that may arise or may be utilized as the sole option for maintenance provision.
- C Charges will be based on an hourly labor rate of \$75 plus repair expenses, one-half hour minimum. Customers need only call the 3-2500 HOTLINE to place a service request.
- C Where appropriate, Desktop Services will provide an estimate of total cost prior to repairing the equipment. For example, an estimate would be provided if the cost of a repair appears to exceed the replacement cost of the unit. Funding level agreements can be made whereby any repair that will exceed an agreed to ceiling will be brought to the attention of an authorized official for approval.

Management Flexibility

The maintenance, repair, and logistical support services for customer desktop equipment are entirely discretionary. Multiple pricing options are in place for maintenance and repair services. Additionally, the customers have the ability to select competitive vendors outside the fund for these services.

Points of Contact

Fund Manager: Pete Grahn, 301-903-4653

Business Line Manager: Patrick Hargett, 301-903-4625

Service Point of Contact: Don Reed, 301-903-2372

Frequently Asked Questions about the Maintenance of Desktop Workstations Portion of the Desktop Business Line

- Q.** How can my office reduce its desktop costs?
- A.** Costs can be reduced by having all service calls monitored internally to insure that: the problem is not a simple one such as a disconnected power plug or cable; the problem is not a worn out toner cartridge (we get lots of those); and that the problem is not a software issue (in which case the funding has already been provided to the AOSS support group to handle). Available service options should be utilized wisely by: subscribing to our warranty services which will supply unlimited maintenance for the year, and save multiple hours of AOSS support time and expense that could be better allocated; utilizing Time and Materials Maintenance for newer equipment (2 to 4 years old) and maintenance subscriptions for units older than 4 years, or those units are highly visible or mission critical; and utilization of one or all of the available maintenance options in lieu of AOSS support personnel as the cost per hour for desktop technicians is appreciably less. Long term issues include: standardization of hardware and software configurations which will not only save costs for replacement and upgrade parts, but will also greatly minimize the time required to effect repairs; and establishment of an inventory of replacement equipment which will considerably reduce the loss of productive time by your users as well as reduce repair times for desk top technicians.
- Q.** When does the clock start on the \$75/hour charge for workstation repair under the time and materials option?
- A.** The clock starts when the technician leaves the Maintenance Shop or last customer to proceed to the next location. The minimum charge time will be 30 minutes or \$37.50.

12/16/99

FY 2000 ESTIMATE TOTALS FOR DESKTOP
(Workstations and IM Training)

Organization	Number Workstation Subscriptions	Estimate Subscription FY 2000	Number of Workstations Under Warranty	Estimate Warranty FY 2000	Estimate Time and Materials FY 2000	Total Estimate Hardware Repair FY 2000	Estimated Monthly Hardware Repair	Workstation Count FY 2000	Monthly Infra Charges FY 2000	Estimate Infra Costs FY 2000 (\$82.08 per workstation)	IM Training Estimates FY 2000	TOTAL Estimate Desktop FY 2000
	A	B	C	D	E	F	G	H	I	J	K	L
		(A*\$250)		(C*\$100)		(B+D+E)	(F/12)		(J/12)	(H*\$82.08)		(F+J+K)
AB	0	\$0	0	\$0	\$257	\$257	\$21	9	\$62	\$739	\$643	\$1,639
BCA/HG50	6	\$1,500	0	\$0	\$643	\$2,143	\$179	6	\$41	\$492	\$223	\$2,858
BPA	0	\$0	0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0
CI	1	\$250	42	\$4,200	\$31,455	\$35,905	\$2,992	46	\$315	\$3,776	\$9,639	\$49,320
CN	0	\$0	0	\$0	\$167	\$167	\$14	28	\$192	\$2,298	\$454	\$2,919
CR	0	\$0	0	\$0	\$14,574	\$14,574	\$1,215	290	\$1,984	\$23,803	\$18,688	\$57,065
DP	0	\$0	0	\$0	\$349	\$349	\$29	539	\$3,687	\$44,241	\$14,707	\$59,297
ED	0	\$0	0	\$0	\$3,706	\$3,706	\$309	47	\$321	\$3,858	\$5,958	\$13,522
EE	0	\$0	0	\$0	\$66,122	\$66,122	\$5,510	619	\$4,234	\$50,808	\$28,287	\$145,216
EH	0	\$0	0	\$0	\$0	\$0	\$0	566	\$3,871	\$46,457	\$5,290	\$51,747
EI	0	\$0	0	\$0	\$1,752	\$1,752	\$146	0	\$0	\$0	\$5,667	\$7,419
EM	0	\$0	0	\$0	\$37,076	\$37,076	\$3,090	957	\$6,546	\$78,551	\$74,991	\$190,617
FE	223	\$55,750	179	\$17,900	\$18,798	\$92,448	\$7,704	402	\$2,750	\$32,996	\$14,142	\$139,586
FI	0	\$0	0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0
GC	0	\$0	0	\$0	\$18,184	\$18,184	\$1,515	151	\$1,033	\$12,394	\$8,269	\$38,848
HG	0	\$0	0	\$0	\$647	\$647	\$54	64	\$438	\$5,253	\$428	\$6,328
IA	0	\$0	0	\$0	\$1,730	\$1,730	\$144	0	\$0	\$0	\$0	\$1,730
IG	0	\$0	0	\$0	\$20,103	\$20,103	\$1,675	182	\$1,245	\$14,939	\$6,583	\$41,625
IN	0	\$0	0	\$0	\$309	\$309	\$26	225	\$1,539	\$18,468	\$967	\$19,744
MA	0	\$0	0	\$0	\$243,295	\$243,295	\$20,275	584	\$3,995	\$47,935	\$79,153	\$370,382
MD	0	\$0	13	\$1,300	\$4,509	\$5,809	\$484	65	\$445	\$5,335	\$900	\$12,044
NE	0	\$0	0	\$0	\$0	\$0	\$0	264	\$1,806	\$21,669	\$1,816	\$23,485
NE60	0	\$0	0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0
NN	0	\$0	0	\$0	\$37,229	\$37,229	\$3,102	942	\$6,443	\$77,319	\$11,531	\$126,080
OA	0	\$0	0	\$0	\$0	\$0	\$0	19	\$130	\$1,560	\$1,670	\$3,230
PA	0	\$0	33	\$3,300	\$3,484	\$6,784	\$565	33	\$226	\$2,709	\$3,630	\$13,123
PC	0	\$0	0	\$0	\$359	\$359	\$30	5	\$34	\$410	\$317	\$1,086
PO	0	\$0	0	\$0	\$7,806	\$7,806	\$650	201	\$1,375	\$16,498	\$9,425	\$33,729
RW	0	\$0	0	\$0	\$2,872	\$2,872	\$239	311	\$2,127	\$25,527	\$0	\$28,399
S1	0	\$0	0	\$0	\$4,347	\$4,347	\$362	52	\$356	\$4,268	\$0	\$8,616
SC	0	\$0	0	\$0	\$1,639	\$1,639	\$137	493	\$3,372	\$40,465	\$25,485	\$67,589
SO	0	\$0	0	\$0	\$27,353	\$27,353	\$2,279	594	\$4,063	\$48,756	\$3,095	\$79,204
WAPA	0	\$0	0	\$0	\$0	\$0	\$0	0	\$0	\$0	\$0	\$0
WT	0	\$0	6	\$600	\$3,717	\$4,317	\$360	44	\$301	\$3,612	\$214	\$8,142
Hqs DOE	230	\$57,500	273	\$27,300	\$552,484	\$637,284	\$53,107	7,738	\$52,928	\$635,135	\$332,170	\$1,604,589

BUILDING OCCUPANCY BUSINESS LINE

Service Description

The core services in the Building Occupancy Business Line include space, utilities such as heat and electricity, cleaning services, snow removal, maintenance, pest control, trash removal, and waste recycling. Engineering and facilities services provided are drafting, construction, engineering, lock repair and key management, safety and occupational health, and conference support.

Pricing Policy

Board Adopted Policy

There are three components to the Board policy:

- C On a building-by-building basis, direct rental value of the space assigned to each organization is calculated, based on the actual rent charged to the Department by the General Services Administration (GSA). Customer rent costs are based on areas expected to be assigned to each organization on October 1 of the Fiscal Year.
- C Then the common use space costs in each building are divided among the tenants of that building based on their proportional shares of direct rent costs.
- C Certain additional costs, such as common area alterations, health and life safety programs, and facility improvements, are allocated as a prorata addition to the building-by-building charges described above.

Billing Practice

At the beginning of the fiscal year, the actual assigned space is determined for each organization. The rent for this space is calculated along with that of vacant and common space within each building. Each organization is provided with an occupancy agreement which shows the amount of each category of space (office, storage, ADP, etc), the cost for that type of space, and their prorata share of the building's common space. The occupancy agreement also includes the organization's prorata share of the engineering and facilities costs, as well as the credits for GSA delegation. Copies of the rent charts and floor plans are available upon request.

Billing Cycle

The final figure is billed to each organization in four quarterly installments (October, January, April, and July). Adjustments such as costs for additional rent and overtime heating, ventilation, and air conditioning and tenant alterations are billed as soon as possible after the costs are incurred.

Budget Estimating Method

The budget for upcoming years is determined by using historical information such as the costs for utilities as well as the information provided by the GSA as to the anticipated rent for future years. An inflation factor is used for anticipated contract and service projections when historical information is limited. Projections of how much space an organization will be assigned in future years is based on information from the organization as to whether they anticipate releasing space or acquiring additional space, as well as historical information, space availability, and Departmental objectives. The estimates are based on our best information at the time.

Service Standards

- C Maintenance services will be provided within 24 hours (three hours in an emergency).
- C Installation and removal of telephone and electrical outlets will be completed within 30 days.
- C Alterations costing less than \$2,000 will be completed in the following phases: design (one to seven days), procurement (two to three days), and construction (one to seven days). This does not include organizational review time.
- C Alterations costing less than \$25,000 (but more than \$2,000) will be completed in the following phases and time frames: design (15 to 30 days), procurement (six weeks), and construction (seven to 30 days). This does not include organizational review time.
- C Alterations costing more than \$25,000 will be completed in the following phases and time frames: design (30 to 90 days), procurement (90 to 120 days), and construction (30 to 180 days possibly longer depending on scope of work).
- C All Headquarters-related safety and health complaints will be investigated within 24 hours of receipt of complaint call. Imminent danger situations will be investigated immediately.
- C An annual safety and health survey (walk through) will be conducted of all high-hazard areas. A questionnaire may be used in lieu of a walk-through for low-hazard (office) spaces.

- C Fire drills will be conducted at least annually in each building. Fire drills may be as frequently as quarterly; however, if quarterly drills are conducted, only two will be whole building evacuations.
- C Warden/Monitor training will be conducted at least annually.

Management Flexibility

The customer has the flexibility to request additional space or release space based on programmatic activities. Space must be acquired or released in useable allotments, be accessible from a corridor, and separated (with minimal construction) from adjacent space. For example, we cannot accept for release, an internal 150 square foot office as this is not space that can be used nor is it directly accessible by another organization.

If an organization requests additional space, the request will be filled based on the availability of vacant space or leased space through the GSA. Federal law prohibits organizations from procuring external leased space for federal employees. The requesting organization will be responsible for the tenant alterations costs. If one organization is displacing another, the displacing organization will be responsible for the standard level costs for the organization being displaced as well as all the costs to relocate themselves.

When an organization releases space, it becomes vacant (common) space unless another organization is willing to backfill ("sublease") that space. No changes in rent charges are made until the first of the fiscal year, unless the backfilling organization agrees to pay for the space occupied. Then the vacating organization can be credited. If an agreement is reached, only the rent for this space will be used for the within year charges/credits; no adjustments for common space or engineering and facilities charges will be made.

Points of Contact

Business Line Fund Manager: John Harrison, (202) 586-3611

Business Line Manager: Louis D'Angelo, (202) 586-6080

Service Points of Contact: Cherylyne Williams or Michael Shincovich, (202) 586-6080

FREQUENTLY ASKED QUESTIONS ABOUT THE BUILDING OCCUPANCY BUSINESS LINE

- Q.** Is the building occupancy rent amount set only at the beginning of each fiscal year, or will adjustments be allowed during the year as additional space is occupied or vacated?
- A.** The building occupancy rent amount is set on October 1 of the fiscal year. Adjustments may be made as organizations request above standard services such as overtime heating, ventilation, and air conditioning or if organizations do not vacate space in accordance with their Occupancy Agreement. There could also be a credit at the end of the fiscal year (or beginning of the subsequent fiscal year) if the savings are greater than expected during a year. The decision to credit the organizations would be made by the Working Capital Fund Board based on recommendations from the Working Group and the Business Line Manager.
- Q.** How can my office save money on space rental costs for this Fiscal Year and for out years?
- A.** The best way to save money on space rental costs is to consolidate within existing space or request space into which the organization or office can be consolidated. Archiving or properly disposing of files can help to reduce the amount of storage space or valuable office space needed. Releasing space during a fiscal year will save on future rent bills unless you can arrange for a "sublease" to another organization as described under Management Flexibility.

10/14/99

FY 2000**Building Occupancy Business Line**

RENT

Based on projected space assigned
to each organization as of 10/1/99.

E&F Services

Salaries**

Subtotal WCF

A/V Services

TOTAL WCF

(\$ in Thousands)

Organizations	RENT*	Other E&F	Salaries**	Subtotal	Audio/Visual Services	TOTAL WCF
S	\$683	\$57	(\$32)	\$708	\$11	\$720
AB	\$140	\$12	(\$7)	\$145	\$2	\$148
GC	\$2,172	\$181	(\$101)	\$2,252	\$36	\$2,288
CI	\$530	\$44	(\$25)	\$549	\$9	\$558
PA	\$401	\$33	(\$19)	\$416	\$7	\$423
PO	\$597	\$50	(\$28)	\$618	\$10	\$628
IA	\$614	\$51	(\$29)	\$636	\$10	\$646
MA	\$8,298	\$692	(\$388)	\$8,602	\$137	\$8,740
MA (AV)	\$202	\$17	(\$9)	\$209	\$3	\$213
MA(Dir)	\$50	\$4	(\$2)	\$51	\$1	\$52
CIO	\$3,126	\$260	(\$146)	\$3,240	\$52	\$3,292
CR	\$1,529	\$127	(\$71)	\$1,585	\$25	\$1,610
CR(GAO)	\$21	\$2	(\$1)	\$22	\$0	\$22
ED	\$454	\$38	(\$21)	\$471	\$8	\$478
HG(BC)	\$152	\$13	(\$7)	\$158	\$3	\$161
IG	\$1,244	\$104	(\$58)	\$1,290	\$21	\$1,311
WT	\$279	\$23	(\$13)	\$289	\$5	\$294
HG	\$589	\$49	(\$28)	\$611	\$10	\$621
EH	\$2,962	\$247	(\$138)	\$3,070	\$49	\$3,119
EH(DNFSB)	\$113	\$9	(\$5)	\$117	\$2	\$119
OA	\$140	\$12	(\$7)	\$145	\$2	\$147
EE	\$3,786	\$316	(\$177)	\$3,925	\$63	\$3,988
NE	\$729	\$61	(\$34)	\$756	\$12	\$768
NE(NR)	\$306	\$25	(\$14)	\$317	\$5	\$322
RW	\$987	\$82	(\$46)	\$1,023	\$16	\$1,039
FE	\$1,821	\$152	(\$85)	\$1,888	\$30	\$1,918
EI	\$4,991	\$416	(\$233)	\$5,174	\$83	\$5,256
BPA	\$102	\$8	(\$5)	\$106	\$2	\$107
WAPA	\$108	\$9	(\$5)	\$112	\$2	\$114
SC	\$1,807	\$151	(\$84)	\$1,873	\$30	\$1,903
DP	\$2,768	\$231	(\$129)	\$2,869	\$46	\$2,915
EM	\$4,218	\$352	(\$197)	\$4,372	\$70	\$4,442
SO	\$3,956	\$330	(\$185)	\$4,101	\$65	\$4,166
DP-23	\$50	\$4	(\$2)	\$52	\$1	\$53
NN	\$2,082	\$173	(\$97)	\$2,158	\$34	\$2,192
MD	\$400	\$33	(\$19)	\$414	\$7	\$421
PC	\$129	\$11	(\$6)	\$134	\$2	\$136
CN	\$416	\$35	(\$19)	\$431	\$7	\$438
IN	\$981	\$82	(\$46)	\$1,017	\$16	\$1,033
TOTAL	\$53,933	\$4,495	(\$2,520)	\$55,908	\$893	\$56,801

Notes:

WCF RENT FOR FY 2000
SUMMARY OF TOTAL RENT
Based on Projected Space Assigned to each Organization & Building as of 10-1-99
(includes common & joint use space)

09/10/99

ORGANIZATION	FORRESTAL	GERMANTOWN	950 L'ENFANT PLAZA	CLOVERLEAF	270 CORPORATE	CRYSTAL CITY	WAREHOUSE	ORGANIZATIONAL TOTAL
S	\$683,232.69	\$0.00						\$683,232.69
AB	\$140,158.64	\$0.00						\$140,158.64
GC	\$2,172,202.19	\$0.00						\$2,172,202.19
CI	\$530,030.65	\$0.00						\$530,030.65
PA	\$401,331.14	\$0.00						\$401,331.14
PO	\$596,513.28	\$0.00						\$596,513.28
IA	\$613,687.75	\$0.00						\$613,687.75
MA	\$6,067,225.34	\$726,410.45	\$1,185,465.66		\$58,780.62		\$260,352.70	\$8,298,234.78
MA (AV)	\$202,083.70							\$202,083.70
MA(Dir)	\$49,634.59							\$49,634.59
CIO	\$1,846,271.67	\$1,279,245.75						\$3,125,517.42
CR	\$938,235.64	\$590,902.74						\$1,529,138.38
CR(GAO)	\$0.00	\$21,103.67						\$21,103.67
ED	\$454,085.63	\$0.00						\$454,085.63
HG(BC)	\$0.00		\$152,449.10					\$152,449.10
IG	\$1,160,083.55	\$84,414.68						\$1,244,498.23
WT	\$278,899.15	\$0.00						\$278,899.15
HG	\$85,087.88	\$0.00	\$504,339.25					\$589,427.13
EH	\$1,259,773.26				\$1,702,204.33			\$2,961,977.60
EH(DNFSB)	\$112,977.79	\$0.00						\$112,977.79
OA	\$40,889.45	\$99,024.91						\$139,914.36
EE	\$3,786,193.02	\$0.00						\$3,786,193.02
NE	\$257,443.13	\$471,658.67						\$729,101.81
NE(NR)	\$0.00	\$0.00				\$305,760.00		\$305,760.00
RW	\$986,842.17	\$0.00						\$986,842.17
FE	\$1,605,143.77	\$215,906.77						\$1,821,050.54
EI	\$4,038,799.66	\$0.00	\$951,960.94					\$4,990,760.59
BPA	\$101,869.10	\$0.00						\$101,869.10
WAPA	\$108,487.04	\$0.00						\$108,487.04
SC	\$629,922.50	\$1,177,136.12						\$1,807,058.62
DP	\$1,711,220.27	\$1,056,876.10						\$2,768,096.37
EM	\$2,256,341.37	\$173,344.39		\$1,787,982.43				\$4,217,668.18
SO	\$2,696,597.85	\$1,259,163.88						\$3,955,761.72
DP-23		\$50,324.13						\$50,324.13
NN	\$1,984,159.55	\$97,401.55						\$2,081,561.10
MD	\$399,676.66	\$0.00						\$399,676.66
PC	\$129,049.94							\$129,049.94
CN	\$415,940.22							\$415,940.22
IN	\$981,057.13							\$981,057.13
TOTAL	\$39,721,147.37	\$7,302,913.81	\$2,794,214.96	\$1,787,982.43	\$1,760,984.95	\$305,760.00	\$260,352.70	\$53,933,356.21

**WCF RENT FOR FY 2000
SUMMARY OF SQUARE FOOTAGES**

10/14/99

Based on Projected Space Assigned to each Organization & Building as of 10-1-99

ORGANIZATION	FORRESTAL	GERMANTOWN	950 L'ENFANT PLAZA	CLOVERLEAF	270 CORPORATE	CRYSTAL CITY	WAREHOUSE	ORGANIZATIONAL TOTAL
S	14,005	0						14,005
AB	2,965	0						2,965
GC	45,998	0						45,998
CI	11,270	0						11,270
PA	8,490	0						8,490
PO	12,619	0						12,619
IA	12,888							12,888
MA	126,532	33,859	36,440		2,419		46,758	246,008
MA (AV)	4,275							4,275
MA (Direct)	1,050							1,050
CIO	34,170	51,723						85,893
CR	19,848	27,300						47,148
CR(GAO)	0	975						975
ED	9,606	0						9,606
HG(BC)	0	0	4,661					4,661
IG	24,610	3,900						28,510
WT	5,900	0						5,900
HG	1,800	0	15,781					17,581
EH	26,650				69,895			96,545
EH(DNFSB)	2,390	0						2,390
OA	865	4,575						5,440
EE	80,162	0						80,162
NE	5,385	21,640						27,025
NE(NR)	0	0				12,000		12,000
RW	20,845	0						20,845
FE	33,680	9,975						43,655
EI	82,105	0	28,441					110,546
BPA	2,155	0						2,155
WAPA	2,295	0						2,295
SC	13,200	54,245						67,445
DP	35,613	48,675						84,288
EM	47,732	7,928		73,329				128,989
SO	43,175	58,170						101,345
DP-23		2,325						2,325
NN	41,921	4,500						46,421
MD	8,455							8,455
PC	2,730							2,730
CN	7,070							7,070
IN	12,045							12,045
TOTAL	804,499	329,790	85,323	73,329	72,314	12,000	46,758	1,424,013

WCF RENT FOR FY 2000

Based on Projected Space Assigned to each Organization in the Forrestal Building as of 10-1-99

ORG.	SPACE TYPE OFFICE	STORAGE				SPECIAL							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	PARKING ST-2	OUTSIDE PARKING ST-2B	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	37.95	29.23	7.38	5.05		67.11	53.85	62.13	67.11	61.81	45.09	30.37				
S	12,575	0	0	0	0	0	175	310	0	0	945	0	14,005	\$548,508.86	\$134,723.84	\$683,232.69
AB	2,965	0	0	0	0	0	0	0	0	0	0	0	2,965	\$112,521.33	\$27,637.30	\$140,158.64
GC	45,798	200	0	0	0	0	0	0	0	0	0	0	45,998	\$1,743,874.59	\$428,327.60	\$2,172,202.19
CI	11,020	250	0	0	0	0	0	0	0	0	0	0	11,270	\$425,516.09	\$104,514.56	\$530,030.65
PA	8,490	0	0	0	0	0	0	0	0	0	0	0	8,490	\$322,194.31	\$79,136.83	\$401,331.14
PO	12,619	0	0	0	0	0	0	0	0	0	0	0	12,619	\$478,889.28	\$117,623.99	\$596,513.28
IA	12,738	0	0	0	0	0	0	0	0	150	0	0	12,888	\$492,677.19	\$121,010.56	\$613,687.75
MA	112,972	3,560	0	0	0	2,075	0	0	200	2,325	1,300	4,100	126,532	\$4,870,854.18	\$1,196,371.15	\$6,067,225.34
MA (AV)	4,275	0	0	0	0	0	0	0	0	0	0	0	4,275	\$162,235.65	\$39,848.05	\$202,083.70
MA (Dir)	1,050	0	0	0	0	0	0	0	0	0	0	0	1,050	\$39,847.35	\$9,787.24	\$49,634.59
CIO	22,410	1,740	0	0	0	0	0	0	0	7,720	2,300	0	34,170	\$1,482,212.97	\$364,058.70	\$1,846,271.67
CR	19,848	0	0	0	0	0	0	0	0	0	0	0	19,848	\$753,228.82	\$185,006.82	\$938,235.64
CR(GAO)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
ED	9,606	0	0	0	0	0	0	0	0	0	0	0	9,606	\$364,546.35	\$89,539.27	\$454,085.63
HG(BC)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
IG	24,310	300	0	0	0	0	0	0	0	0	0	0	24,610	\$931,331.46	\$228,752.09	\$1,160,083.55
WT	5,900	0	0	0	0	0	0	0	0	0	0	0	5,900	\$223,904.17	\$54,994.97	\$278,899.15
HG	1,800	0	0	0	0	0	0	0	0	0	0	0	1,800	\$68,309.75	\$16,778.13	\$85,087.88
EH	26,650	0	0	0	0	0	0	0	0	0	0	0	26,650	\$1,011,363.77	\$248,409.50	\$1,259,773.26
EH(DNFSB)	2,390	0	0	0	0	0	0	0	0	0	0	0	2,390	\$90,700.17	\$22,277.62	\$112,977.79
OA	865	0	0	0	0	0	0	0	0	0	0	0	865	\$32,826.63	\$8,062.82	\$40,889.45
EE	79,872	290	0	0	0	0	0	0	0	0	0	0	80,162	\$3,039,609.23	\$746,583.80	\$3,786,193.02
NE	5,060	0	0	0	0	0	0	0	0	0	325	0	5,385	\$206,678.98	\$50,764.15	\$257,443.13
NE(NR)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
RW	20,390	130	0	0	0	0	0	0	0	0	325	0	20,845	\$792,250.83	\$194,591.34	\$986,842.17
FE	32,680	0	0	0	0	0	0	0	0	200	800	0	33,680	\$1,288,632.09	\$316,511.68	\$1,605,143.77
EI	76,625	130	0	0	0	0	0	0	0	5,350	0	0	82,105	\$3,242,405.40	\$796,394.26	\$4,038,799.66
BPA	2,155	0	0	0	0	0	0	0	0	0	0	0	2,155	\$81,781.95	\$20,087.15	\$101,869.10
WAPA	2,295	0	0	0	0	0	0	0	0	0	0	0	2,295	\$87,094.93	\$21,392.11	\$108,487.04
SC	13,000	0	0	0	0	0	0	0	0	200	0	0	13,200	\$505,710.68	\$124,211.82	\$629,922.50
DP	33,838	0	0	0	0	0	0	0	0	575	1,200	0	35,613	\$1,373,791.80	\$337,428.47	\$1,711,220.27
EM	47,732	0	0	0	0	0	0	0	0	0	0	0	47,732	\$1,811,422.71	\$444,918.65	\$2,256,341.37
SO	23,720	120	0	0	0	0	150	0	12685	6500	0	0	43,175	\$2,164,866.83	\$531,731.01	\$2,696,597.85
NN	41,061	260	0	0	0	0	0	0	0	0	600	0	41,921	\$1,592,911.30	\$391,248.24	\$1,984,159.55
MD	8,455	0	0	0	0	0	0	0	0	0	0	0	8,455	\$320,866.07	\$78,810.59	\$399,676.66
PC	2,730	0	0	0	0	0	0	0	0	0	0	0	2,730	\$103,603.12	\$25,446.83	\$129,049.94
CN	4,820	0	0	0	0	0	0	0	2250	0	0	0	7,070	\$333,922.68	\$82,017.54	\$415,940.22
IN	0	0	0	0	0	0	0	0	11205	0	686	154	12,045	\$787,606.52	\$193,450.61	\$981,057.13
TOTAL	732,714	6,980	0	0	0	2,075	325	310	26,340	23,020	8,481	4,254	804,499	\$31,888,698.05	\$7,832,449.31	\$39,721,147.37

Note: The Rent reflected above is a 1.93% increase over the FY 1999 level.

\$39,721,147.37

WCF RENT FOR FY 2000

9/8/99

Description of Indirect Space for the Forrestal Building as of 10-1-99

ORG.	OFFICE TYPE SPACE	STORAGE				DOE SPACE							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	PARKING ST-2	OUTSIDE PARKING ST-2B	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	\$37.95	\$29.23	\$7.38	\$5.05	\$0.00	\$67.11	\$53.85	\$62.13	\$67.11	\$61.81	\$45.09	\$30.37				
Cafeteria Food Service								28,270					28,270		\$1,756,372.62	\$1,756,372.62
Snack Bar, Blind Stds													14,400		\$649,227.00	\$649,227.00
Cafeteria Dining Area											14,400				\$116,316.32	\$116,316.32
Credit Union	3,065												3,065		\$159,519.06	\$159,519.06
Parking			207,535	12,865									220,400		\$188,610.80	\$188,610.80
Copiers	4,970												4,970		\$70,146.39	\$70,146.39
Storage Areas/E	300	2,010											2,310		\$1,170,623.52	\$1,170,623.52
FOHO, Small Aud. & 1E-245, etc.	1,550										24,660		26,210		\$333,887.41	\$333,887.41
Auditorium and Vaults									4,975				4,975		\$150,125.95	\$150,125.95
Health Unit & Ba	1,650						1,625						3,275		\$423,842.18	\$423,842.18
Task Force/Misc.	6,908								300	2290	0		9,498		\$1,037,221.38	\$1,037,221.38
Vacant Space	27,081	325	0	0	0	0	0	0	0	0	0	0	27,406		\$7,832,449.31	\$7,832,449.31
CDC RATES	\$40.99						\$67.13	\$72.51								
CDC	7,093						300	395					7,788		\$339,556.68	\$339,556.68
GRAND TOTAL	52,617	2,335	207,535	12,865	0	0	1,925	28,665	5,275	2,290	39,060	0	352,567	0	\$7,832,449.31	\$7,832,449.31

WCF RENT FOR FY 2000
Based on Projected Space Assigned to each Organization in the Germantown Building as of 10-

DOE SPACE																
ORG.	SPACE TYPE OFFICE	STORAGE				SPECIAL							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	PRK ST-2	OUT PRK ST-2B	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGE SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	\$15.70	\$12.11	\$1.21	\$1.10		\$27.75	\$25.87	\$25.66	\$27.75	\$25.56	\$18.62	\$12.58				
S	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
AB	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
FM	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
GC	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
CI	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
PA	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
PO	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
MA	23,180	7,874	0	0	0	1,145	0	0	545	0	1,115	0	33,859	\$526,948.78	\$199,461.67	\$726,410.45
CIO	33,678	3,975	0	0	0	40	0	45	245	12,890	300	550	51,723	\$927,983.60	\$351,262.15	\$1,279,245.75
QM	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
CR	27,300	0	0	0	0	0	0	0	0	0	0	0	27,300	\$428,649.50	\$162,253.24	\$590,902.74
CR(GAO)	975	0	0	0	0	0	0	0	0	0	0	0	975	\$15,308.91	\$5,794.76	\$21,103.67
ED	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
HG(BC)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
IG	3,900	0	0	0	0	0	0	0	0	0	0	0	3,900	\$61,235.64	\$23,179.03	\$84,414.68
WT	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
HG	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
OA	4,575	0	0	0	0	0	0	0	0	0	0	0	4,575	\$71,834.12	\$27,190.79	\$99,024.91
EH(DNFSB)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
EE	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
NE	21,190	0	0	0	0	0	0	150	0	0	300	0	21,640	\$342,148.11	\$129,510.57	\$471,658.67
NE(NR)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
RW	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
FE	9,975	0	0	0	0	0	0	0	0	0	0	0	9,975	\$156,621.93	\$59,284.84	\$215,906.77
EI	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
BPA	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
WAPA	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
SC	53,495	0	0	0	0	0	0	0	0	0	750	0	54,245	\$853,911.78	\$323,224.34	\$1,177,136.12
DP	47,850	0	0	0	0	0	0	0	0	0	825	0	48,675	\$766,673.40	\$290,202.70	\$1,056,876.10
EM	7,823	0	0	0	0	105	0	0	0	0	0	0	7,928	\$125,746.56	\$47,597.83	\$173,344.39
NN	4,500	0	0	0	0	0	0	0	0	0	0	0	4,500	\$70,656.51	\$26,745.04	\$97,401.55
SO	57,680	0	0	0	0	0	0	0	105	0	0	385	58,170	\$913,415.91	\$345,747.96	\$1,259,163.88
DP-23	2,325	0	0	0	0	0	0	0	0	0	0	0	2,325	\$36,505.86	\$13,818.27	\$50,324.13
MD	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
MA(Dir)	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
IA	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
IN	0	0	0	0	0	0	0	0	0	0	0	0	0	\$0.00	\$0.00	\$0.00
TOTAL	298,446	11,849	0	0	0	1,290	0	195	895	12,890	3,290	935	329,790	\$5,297,640.60	\$2,005,273.20	\$7,302,913.81

Note: The Rent reflected above is approximately a 9.5% decrease below the FY 1999 level.

WCF RENT FOR FY 2000

9/8/99

Based on Projected Space Assigned to each Organization in the Germantown Building as of 10-1-99

DOE SPACE

ORG.	OFFICE TYPE SPACE	STORAGE				SPECIAL							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL INDIRECT
		GEN STOR. ST-1	PRK ST-2	OUT PRK	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	\$15.70	\$12.11	\$1.21	\$1.10	\$0.00	\$27.75	\$25.87	\$25.66	\$27.75	\$25.56	\$18.62	\$12.58				
Cafeteria Food Svc. Snack Bar. Bld Stds								9,420					9,420		\$241,736.00	\$241,736.00
Copier Space	2,500												2,500		\$39,253.62	\$39,253.62
Credit Union								1,900					1,900		\$48,757.79	\$48,757.79
Parking			435	472,800									473,235		\$522,837.26	\$522,837.26
Storage, Whrehse, & Vault		2,671							3,495				6,166		\$129,335.93	\$129,335.93
LAN, ERWA Union & Sund	534									605		700	1,839		\$32,654.04	\$32,654.04
Conference Rooms											10,914		10,914		\$203,187.81	\$203,187.81
Misc	75							750	65	5,370		1,295	7,555		\$175,785.94	\$175,785.94
Health Unit &	1,110					1,010			755				2,875		\$66,413.91	\$66,413.91
Vacant Space	92	0	0	0	0	0	0	0	0	0	0	0	92		\$1,444.53	\$1,444.53
Other Rates	\$43.63		\$8.35		\$13.16				\$29.31			\$13.66				
Other Building	120		1,425		6,405							1,935	9,885		\$139,408.84	\$139,408.84
Auditorium									6,825				6,825		\$200,024.98	\$200,024.98
CDC RATES	\$23.78					\$33.74		\$38.87								
CDC	7,085					720		300					8,105		\$204,432.57	\$204,432.57
TOTAL	11,516	2,671	1,860	472,800	6,405	1,730	0	12,370	11,140	5,975	10,914	3,930	541,311		\$2,005,273.20	\$2,005,273.20

WCF RENT FOR FY 2000

9/8/99

Based on Projected Space Assigned to each Organization in the 950 L'Enfant Plaza, SW as of 10-1-99

DOE SPACE																
ORG.	SPACE TYPE	STORAGE				SPECIAL							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR.	OUTSID PARKING	WHSE.	LAB	CLINIC	FOOD SERVICE	STRUCT. CHANGE	ADP	CONF. & TRAINING	LIGHT INDUST					
	ST-1	ST-2	ST-2B	ST-3	SP-1	SP-1B	SP-2	SP-3	SP-4	SP-5	SP-6					
RATES	\$31.78							\$51.61		\$51.37	\$37.63					
MA	32,458	0	0	0	0	0	0	186	0	110	3,686	0	36,440	\$1,185,465.66	\$0.00	\$1,185,465.66
HG	15,637	0	0	0	0	0	0	0	0	144	0	0	15,781	\$504,339.25	\$0.00	\$504,339.25
EI	25,440	0	0	0	0	0	0	0	0	2,224	777	0	28,441	\$951,960.94	\$0.00	\$951,960.94
HG(BC)	3,922	0	0	0	0	0	0	0	0	0	739	0	4,661	\$152,449.10	\$0.00	\$152,449.10
GRAND TOTAL	77,457	0	0		0	0	0	186	0	2,478	5,202	0	85,323	\$2,794,214.96	\$0.00	\$2,794,214.96

Note: The Rent reflected above is the projected Rent based on the new GSA pricing policy approved by OMB.
It is 1.52% lower than the FY 1999 Rent.

FY 2000 - SPACE IN THE CLOVERLEAF BUILDING

Based on Projected Space Assigned to each Organization in the Cloverleaf Building as of 10-1-99

9/8/99

DOE SPACE																
ORG.	SPACE TYPE OFFICE	STORAGE				SPECIAL							SQ.FT. TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	PARKING ST-2	OUTSIDE PARKING ST-2B	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST SP-6				
RATES	\$23.74						\$33.70	\$38.83	\$41.97	\$38.67	\$28.17					
EM	68,472	0	0	0	0	0	286	891	383	852	2,445	0	73,329	\$1,787,982.43	\$0.00	\$1,787,982.43
SUBTOTAL	68,472	0	0		0	0	286	891	383	852	2,445	0	73,329	\$1,787,982.43	\$0.00	\$1,787,982.43
GRAND TOTAL	68,472	0	0		0	0	286	891	383	852	2,445	0	73,329	\$1,787,982.43	\$0.00	\$1,787,982.43

Note: The Rent reflected above is the projected Rent based on the new GSA pricing policy approved by OMB.
It is 21.83% higher than the FY 1999 Rent.

WCF RENT FOR FY 2000

9/8/99

Based on Projected Space Assigned to each Organization in the 270 Corporate Square as of 10-1-99

DOE SPACE

ORG.	SPACE TYPE OFFICE	STORAGE				SPECIAL							TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	OUTSIDE PARKING ST-2	OUTSIDE PARKING ST-2B	WHSE ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	\$23.59						\$33.48	\$38.59		\$38.42						
MA	2,419	0	0	0	0	0	0	0	0	0	0	0	2,419	\$57,070.78	\$1,709.84	\$58,780.62
EH	69,647	0	0	0	0	0	0	0	0	248	0	0	69,895	\$1,652,689.64	\$49,514.70	\$1,702,204.33
SUBTOTAL	72,066	0	0	0	0	0	0	0	0	248	0	0	72,314	\$1,709,760.41	\$51,224.54	\$1,760,984.95
COMMON	0	0	0	0	0	0	363	447	0	568	0	0	1,378	\$51,224.54		
GRAND TOTAL	72,066	0	0				363	447	0	816	0	0	73,692	\$1,760,984.95	\$51,224.54	\$1,760,984.95

Note: The Rent reflected above is the projected Rent based on the new GSA pricing policy approved by OMB.
It is 13.3% higher than the FY 1999 Rent.

WCF RENT FOR 2000

9/8/99

Based on Projected Space Assigned in the CRYSTAL CITY BUILDING as of 10-1-99

DOE SPACE

ORG.	SPACE TYPE OFFICE	STORAGE				SPECIAL							TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	PARKING ST-2	OUTSIDE PARKING ST-2B	WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	ADP SP-4	CONF. & TRAINING SP-5	LIGHT INDUST. SP-6				
RATES	\$25.48															
NE(NR)	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000	\$305,760.00	\$0.00	\$305,760.00
SUBTOTAL	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000	\$305,760.00	\$0.00	\$305,760.00
GRAND TOTAL	12,000	0	0	0	0	0	0	0	0	0	0	0	12,000	\$305,760.00	\$0.00	\$305,760.00

Note: The Rent reflected above is the projected Rent based on the new GSA pricing policy approved by OMB. It is 3.5% higher than the Fy 1999 Rent.

FY 2000 SPACE IN THE WAREHOUSE BUILDING

(ARDMORE/ARDWICK)

9/8/99

ORG. RATES	SPACE TYPE	DOE SPACE												TOTAL	DIRECT RENT	INDIRECT RENT	TOTAL RENT
		GEN STOR. ST-1	STORAGE		WHSE. ST-3	LAB SP-1	CLINIC SP-1B	FOOD SERVICE SP-2	STRUCT. CHANGED SP-3	SPECIAL		LIGHT INDUST. SP-6					
			PARKING ST-2	OUTSIDE PARKING ST-2B						ADP SP-4	CONF. & TRAINING SP-5						
MA	0	0	0	0	46,758	0	0	0	0	0	0	0	46,758	\$260,352.70	\$0.00	\$260,352.70	
SUBTOTAL	0	0	0	0	46,758	0	0	0	0	0	0	0	46,758	\$260,352.70	\$0.00	\$260,352.70	
GRAND TOTAL	0	0	0	0	46,758	0	0	0	0	0	0	0	46,758	\$260,352.70	\$0.00	\$260,352.70	

Note: The Rent reflected above is the projected Rent based on the GSA pricing policy approved by OMB.
It is 0.3% higher than the FY 2000 Rent.

SUPPLIES BUSINESS LINE

Service Description

This business operates two main and one satellite self service stores which carry a wide variety of consumable office products. At customers' request, we also acquire speciality items that are not stocked in the stores. Products carried are based on review of equipment in the agency inventory, customer input resulting from Office Products shows and suggestions from walk-in customers.

Self-Service Supply Stores Locations:

- C Main Forrestal, Room GA-171, 202-586-5385
- C Main Germantown, Room R-008, 301-903-5422
- C Corporate 270 Building, 301-903-5351

Pricing Policy

Board Adopted Policy

Each organization pays for supplies purchased by its employees. The price charged includes the cost of the items and the distributed cost of operating the stores; that is the cost of the contract staff, and warehouse storage and distribution of supplies.

Pricing Method (Billing Calculation)

Information about purchasing is collected when employees check out supplies from the self service stores. The following information is captured:

- Customer's Name
- Badge number
- C Organization code
- C Routing symbol
- C Stock number
- C Price
- C Product description
- C Quantity purchased (or returned)
- Store Location
- Total Sale

The price includes a 30% markup to cover the operating costs of the stores.

Requisitions are used to buy speciality or non-stock items. The same data is collected on requisition purchases which are screened and processed through the self service stores.

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of the IRB and OMB budgets. In other words, budget estimates published in June of the Fiscal Year reflect actual usage charges for June through May of the preceding year. Extraordinary or unusual changes in usage patterns are not anticipated in the Fund's estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be assessed or subtracted (as appropriate) from the Fund's estimate. Also, possible variations in consumption due to expected changes in staffing levels are not considered in the Fund's estimates.

Annual Projections

WCF projections of current Fiscal Year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection as of April would be as follows:

Total YTD Cost (October-April) multiplied by 12 divided by 7 equals projected annual cost.

Billing Cycle

All supply charges are billed monthly, based upon prior month actual usage. There are no charges for this business line that are assessed annually or quarterly.

Availability of Detailed Usage Information

Program offices may receive upon request, copies of detailed inventory transactions from the self-service stores. This information includes badge number, item purchased (or returned), transaction date, quantity, unit cost, total cost and transaction site for each office.

Service Standards:

- C Personnel will always provide professional, courteous service.
- C Stores will always be clean and pleasant.
- C Staff will provide quick, efficient checkouts.

- C When needed merchandise is not in stock, staff will: (1) provide anticipated date of arrival: or (2) notify the customer if the item will no longer be available.
- C To request special services, you may phone the Self Service Store or Supply Management on (202) 586-5970 (Forrestal) or (301) 903-2083 (Germantown).

Management Flexibility

Customers may:

- C Purchase office supplies directly from authorized vendors, subject to government acquisition laws and regulations.
- C Choose recycled or lower priced products where these can meet your needs.
- C Request detailed transaction listing to analyze your usage.

Points of Contact

Business Line Fund Manager: John Harrison, 202-586-3611

Business Line Service Manager: Amos Street, Jr., 202-586-9285

Service Points of Contact: Virginia Bitler, 301-903-2074, Team Leader
Stanley Cobb, 202-586-5970, Forrestal
Heidemarie Fox, 301-903-2083, Germantown

FREQUENTLY ASKED QUESTIONS ABOUT THE SUPPLIES BUSINESS LINE

- Q.** Are the prices at the DOE supply store lower or higher than prices offered by GSA or a commercial vendor?
 - A.** Generally, market basket comparisons of selected items have shown prices charged at DOE stores are lower overall. This does not take into consideration the significant savings in customer staff time due to the convenience and service offered by the DOE stores. Supply store prices are kept low because items can be purchased in bulk and therefore at lower prices than individual purchases. However, there will always be cases where “specials” or “sales” will allow items to be obtained elsewhere at a lower price.
- Q.** How can my program save money on supplies?

- A.** You may choose recycled or lower priced products where these can meet your needs. In addition, you may use detailed transaction listings to analyze your spending trends.
- Q.** If my office is nearing its limit on supply store charges, can I ask MA-2 to stop my people from buying?
- A.** There are several alternatives that program offices and the supply business line might use to control an organization's spending:
- C** A notice could be placed on the bulletin boards in each store alerting your staff not to shop;
 - C** We could post a notice at the checkout counters advising customers not shop; or
 - C** We could tell customers at the checkout counter that they cannot shop today.

These actions would augment your internal cascading of the funding situation regarding the supply business line. A copy of that notification would be used in each example above.

- Q.** Who do I call to find out what my staff is buying?
- A.** You should contact the Business Line Service Manager, Amos Street, Jr., (202) 586-9285, or the Business Line Service Points of Contact, Stanley Cobb, (202) 586-5970 (Forrestal), and Heidemarie Fox, (301) 903-2083 (Germantown) and/or Virginia Bitler, 301-903-2074, Team Leader. They will be able to furnish you with detailed information regarding your staff's purchases at DOE Stores.

PHOTOCOPY BUSINESS LINE

Service Description

Photocopy service includes:

- C Provision of staffed copy centers at Forrestal, (GE-140), Germantown (S-057) and L'Enfant Plaza (8104E) capable of reproducing 25,000 impressions (units) per document. Products available at these centers are:

- Black and white copies up to 11x17 large
- Multiple color copies up to 11x17 large
- Colored and white recycled stock (up to 32lbs.)
- Tape Binding, velobinding (self service), comb (spiral) binding, 3 ring binding
- 3-hole punching
- Tab creation and insertion
- Optical scanning of paper copy documents
- Document storage on tape and CD-rom
- Digital Printing System (On-demand/just-in-time copying)
- Transparencies for vu-graphs

- C Centralized (Walk-up) Copy Rooms 36 copiers - 23 at Forrestal, 9 at Germantown and 4 at L'Enfant are located in the following areas:

-	<u>FORS:</u>	BE-167	GA-132	GE-140
		GH-091	1F-002 (West)	1F-048
		1J-005 (West)	2E-067	2F-032
		3G-019	4A-042	4B-210
		4G-040	5D-028 (2 copiers)	5E-063
		6A-165	6B-019	6E-087
		7E-080	7F-053	8E-096
		8G-017		
-	<u>GTN:</u>	A-341	B-402	E-144
		E-214	E-454	G-320
		G-055	G-434	S-057
-	<u>L'Enfant Plaza:</u>			
		6087	7066	
		6133	7144	

Products available at these centers are:

- Reduction and stapling capability is available at all central locations.
- Enlargement capability is available at selected locations as follows:
 - Forrestal - Rooms BE-067, 1F-002, 3G-019, 6A-091, 5E-063, GH-091
 - Germantown - Room G-434
- Continuous form computer paper feed.

We recommend that these facilities be used for copying requirements up to 600 impressions (units) per document. For larger requirements, we recommend that you use the staffed copy center.

C Dedicated (Customer-Assigned) Copiers. This includes needs assessment analysis to determine workload and most appropriate equipment to:

- perform acquisition activities on behalf of program customers
- negotiation of equipment trade-in allowance where applicable
- arrange for delivery and installation of newly purchased equipment
- coordinate training for key operators and users on newly acquired equipment
- establish annual maintenance agreements with vendors (including negotiation of most cost-effective terms and conditions)
- provide automated access control and reporting for individual copiers (Equitrac)
- perform equipment "surplus" functions, where appropriate
- provide bulk delivery service for xerographic paper ("by-the-skid")

Based on Executive Order 13101 (formerly 12873), DOE is required to use recycled paper for photocopying. Currently, we stock 100% recycled content, 30% of which is post consumer waste content.

Pricing Policy

Board Adopted Policy

The Board voted that charges would be assessed to customers as follows: on a full cost-per-copy basis for central and staff copiers; on a self-supporting, "full-cost" basis for dedicated copiers.

Pricing Method (Billing Calculation)

C Staffed and Central Copiers

- For black text ink copies, the price-per-copy is 2.8 cents as calculated to be sufficient to cover the full business costs. Cost components included in this charge are:

- . Support service contract staff
 - . Depreciation (equipment replacement cost)
 - . Maintenance
 - . Paper (with storage and delivery)
 - . Supplies (toner, developer, fuser agent, etc.)
- For multi-color copies, the price-per-copy is 50 cents as calculated to be sufficient to cover the full cost of this operation including use of one Xerox DocuColor 40 Digital Copier and one Canon CLC 500. Cost components included in this charge are:
- . Depreciation (equipment replacement cost)
 - . Maintenance
 - . Paper (with storage and delivery)
 - . Supplies
- C Dedicated (Customer-Assigned) Copiers. Charges for dedicated copiers have three cost components:
- Actual acquisition cost of new equipment; this is a straight “pass-through” of vendor charges to the Fund.
 - Actual maintenance agreement costs (standard maintenance service plus extended/extra usage); this is a straight “pass-through” of vendor charges to the Fund.
 - A price-per-copy of 1.5 cents for xerographic recycled paper (with storage and delivery).

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of IRB and OMB budgets. In other words, budget estimates published in June of the Fiscal Year reflect actual usage charges for June through May of the preceding year. Extraordinary or unusual charges in usage patterns, as well as, purchases of new equipment are not anticipated in the Fund's estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be added or subtracted (as appropriate) from the Fund's estimate. Also, possible variations in consumption due to expected changes in staffing levels are not considered in the Fund's estimates.

Annual Projections

WCF projections of current fiscal year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Total YTD Cost (October - April) divided by 7 multiplied by 12 equal projected annual cost.

Billing Cycle

All photocopy charges are billed monthly, based upon prior month actual usage. There are no charges for this business line that are assessed annually or quarterly.

Availability of Detailed Usage Information

For Central and Staffed Facilities: individual copying jobs (runs) are captured continuously at point of usage through an automated controlled access device and recorded on a dedicated network server through a proprietary software application furnished by Equitrac, Inc. This information can be provided at any time, as requested for any period (e.g., current month or year-to-date) during the current fiscal year, as specified. Information availability on pre-formatted transaction reports includes:

- C Employee badge number
- C Employee organization (division level)
- C Date
- C Number of pages, copies and/or impressions
- C Cost per job (run)
- C Location of copier

For dedicated copiers, the following information is available:

- C Make and model of copier
- C Location of copier
- C Number of impressions per month (per meter readings)

Service Standards

- C Upon receipt of request for new or replacement equipment, establish meeting with customer to discuss required specifications and funding within three working days.
- C Provide quick turnaround (less than 24 hours) for 25,000 impressions (units) in staffed copier center daily.
- C For central copiers, provide twice daily room checks which include clearing of paper jams, cleaning glass and sensors, adding toner as required, copying quality check and replenishing of paper supply.
- C Provide maintenance services on all copiers within eight normal work hours.

- C Provide detailed usage and management reports on an as-requested-basis within 24 hours.
- C Provide overnight and weekend staffed support service in staffed copier center to meet large volume, quick copying requirements.
- C A courtesy call will normally be provided to the point of contact when a job is completed; however, we recommend that the point of contact call printing and graphics staff to check the status of the project.

Program Management Flexibility

- C Ability to effect level of wage and costs: Customers may decide to purchase copiers to be assigned directly to this program organization (dedicated) rather than, or as a supplement to, using central and staffed copy facilities. Our cost analyses indicate that while such copiers may appear to be less costly in the short run, they are generally more expensive to own and operate over the entire life of each machine. This is due to the relatively high cost of equipment replacement combined with less efficient machine usage (lower volume of production). We have a table that shows the estimated price per-copy on a fully-loaded basis for each program and individual photocopier. It illustrates that costs for dedicated equipment tends to range from three to seven cents per copy and average approximately four cents overall.
- C Customers who choose to purchase dedicated equipment, must coordinate each proposed acquisition with a designated copier management analyst. This is to ensure that DOE meets its requirements to report duplicating and copying activity to the Congressional Joint Committee on Printing. Also, we need to provide for receipt of deliveries (via receiving reports) at the respective loading dock facilities, as well as ensure that federally owned equipment is properly tagged and inventoried in the Property Management System.

Photocopying falls within federal restrictions placed upon government printing operations.

Appropriated funds may not be used to obtain photocopy services from vendors outside DOE, without specific approval.

- C Access to centralized photocopiers is restricted to those program personnel who possess a DOE access badge or who have been issued an authorized access code. This information is screened and stored through proprietary software of Equitrac, Inc. This system is capable of blocking access to entire organizational elements or to specific individuals, as specified by the customer organization.

Points of Contact

Fund Manager: John Harrison, 202-586-3611

Business Line Manager: Mary Anderson, 202-586-2129

Service Points of Contact: Joan Harris, 202-586-2908
Sandra Best-Jackson, 202-586-5276

FREQUENTLY ASKED QUESTIONS ABOUT THE PHOTOCOPY BUSINESS LINE

- Q.** How can I save money on copying? It is more expensive to have your own machine in the office or use the machines in the hall?
- A.** Program elements should compare dedicated copier cost per copy to central and staffed cost per copy. Our cost analyses indicate that while dedicated copiers may appear to be less costly in the short run, they are generally more expensive to own and operate over the entire life of each machine. This is due to the relatively high cost of equipment replacement combined with less efficient machine usage (lower volume of production). Dedicated copiers tend to range from three to seven cents per copy and average approximately 4 cents overall, whereas central and staffed copiers are 2.8 cents per copy.
- Q.** When should I use the staffed copy center?
- A.** The staffed copy center is available and can be used to provide all copying requirements, but generally it is used for large volume copying (600 units or more).
- Q.** Who do I call to get my own machine?
- A.** The service points of contact, Joan Harris or Sandra Best-Jackson, should be called on (202) 586-2908. If they are not available, the business line manager, Mary Anderson, should be contacted on (202) 586-4318.
- Q.** What are we doing about the quality of copier paper?
- A.** Customer satisfaction is one the most important elements of accomplishing the mission and vision of the Office of Administrative Services. To that end, in January 1998, we transitioned into a lower postconsumer waste content paper which is bright white in color.

Costs Per Copy For FY 2000

Organs.	# Of Units	Dedicated Usage	Paper	Excess Usage	Maint.	WCF Dedicated Estimates	Supplies	Depr.	Dedicated Fully Loaded Estimates	Staff & Central Usage	Staff & Central Estimates	Color Usage	Color Copying Estimates	Total WCF DIRECT Estimates	Total Fully Loaded Estimates
AB	1	14,300	\$215	\$0	\$602	\$817	\$182	\$4,072	\$5,070	425,131	\$11,904	3,730	\$1,865	\$14,585	\$18,839
BCN/HG50	1	10,209	\$153	\$0	\$252	\$405	\$130	\$4,072	\$4,607	24,270	\$680	0	\$0	\$1,085	\$5,286
BPA	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	8,106	\$227	180	\$90	\$317	\$317
CI	3	447,733	\$6,716	\$2,280	\$2,563	\$11,559	\$5,686	\$5,630	\$22,875	564,484	\$15,806	1,487	\$744	\$28,108	\$39,424
CN	2	117,446	\$1,762	\$2,077	\$2,388	\$6,227	\$1,492	\$5,630	\$13,348	236,999	\$6,636	0	\$0	\$12,863	\$19,984
CR	14	1,294,207	\$19,413	\$5,985	\$27,372	\$52,770	\$16,436	\$6,269	\$75,476	1,339,642	\$37,510	9,662	\$4,831	\$95,111	\$117,817
DP	19	767,716	\$11,516	\$13,175	\$6,221	\$30,912	\$9,750	\$5,544	\$46,206	1,873,612	\$52,461	43,879	\$21,940	\$105,312	\$120,606
ED	4	133,463	\$2,002	\$0	\$4,176	\$6,178	\$1,695	\$2,046	\$9,919	369,262	\$10,339	12,874	\$6,437	\$22,954	\$26,695
EE	11	755,709	\$11,336	\$1,273	\$9,634	\$22,243	\$9,598	\$4,399	\$36,239	4,097,104	\$114,719	104,952	\$52,476	\$189,438	\$203,434
EH	18	1,877,159	\$28,157	\$272	\$36,345	\$64,774	\$23,840	\$11,896	\$100,510	1,469,583	\$41,148	22,874	\$11,437	\$117,360	\$153,096
EI	7	119,000	\$1,785	\$0	\$3,984	\$5,769	\$1,511	\$3,458	\$10,738	3,508,716	\$98,244	98,831	\$49,416	\$153,429	\$158,398
EM	18	5,486,069	\$82,291	\$25,233	\$72,627	\$180,151	\$69,673	\$18,608	\$268,432	1,055,524	\$29,555	77,440	\$38,720	\$248,426	\$336,707
FE	6	758,036	\$11,371	\$120	\$38,964	\$50,455	\$9,627	\$4,101	\$64,183	828,923	\$23,210	40,365	\$20,183	\$93,847	\$107,575
GC	6	707,470	\$10,612	\$253	\$6,678	\$17,543	\$8,985	\$4,230	\$30,758	621,462	\$17,401	2,316	\$1,158	\$36,102	\$49,317
HG	2	380,241	\$5,704	\$2,425	\$5,071	\$13,200	\$4,829	\$4,194	\$22,223	46,907	\$1,313	0	\$0	\$14,513	\$23,536
IA	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	145,896	\$4,085	0	\$0	\$4,085	\$4,085
IG	5	268,827	\$4,032	\$1,460	\$1,260	\$6,752	\$3,414	\$3,003	\$13,170	650,966	\$18,227	844	\$422	\$25,401	\$31,819
IN	4	527,090	\$0	\$1,235	\$16,068	\$17,303	\$6,694	\$10,000	\$33,997	9,447	\$265	0	\$0	\$17,568	\$34,262
MA	44	3,203,047	\$48,046	\$300	\$81,722	\$130,068	\$40,679	\$1,008	\$171,754	5,165,559	\$144,636	74,715	\$37,358	\$312,061	\$353,748
MD	4	421,185	\$6,318	\$424	\$4,384	\$11,126	\$5,349	\$2,039	\$18,514	152,212	\$4,262	181	\$91	\$15,478	\$22,866
NE	6	455,451	\$6,832	\$2,845	\$16,224	\$25,901	\$5,784	\$14,329	\$46,014	842,836	\$23,599	2,772	\$1,386	\$50,886	\$70,999
NN	5	775,971	\$11,640	\$481	\$7,599	\$19,720	\$9,855	\$24,555	\$54,129	1,864,121	\$52,195	28,714	\$14,357	\$86,272	\$120,682
NR	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	9,155	\$256	0	\$0	\$256	\$256
OA	1	70,343	\$1,055	\$0	\$962	\$2,017	\$893	\$4,072	\$6,983	1,856	\$52	0	\$0	\$2,069	\$7,034
PA	3	2,287,843	\$34,318	\$15,353	\$6,144	\$55,815	\$29,056	\$24,555	\$109,425	5,142,133	\$143,980	605	\$303	\$200,097	\$253,707
PC	1	35,620	\$534	\$0	\$1,272	\$1,806	\$452	\$4,072	\$6,331	7,005	\$196	0	\$0	\$2,002	\$6,527
PO	7	380,857	\$5,713	\$0	\$10,200	\$15,913	\$4,837	\$5,104	\$25,854	443,397	\$12,415	9,502	\$4,751	\$33,079	\$43,020
RW	5	355,078	\$5,326	\$736	\$4,728	\$10,790	\$4,509	\$3,020	\$18,320	537,303	\$15,044	1,780	\$890	\$26,725	\$34,254
S-1	6	872,097	\$13,081	\$3,826	\$7,648	\$24,555	\$11,076	\$4,521	\$40,152	158,020	\$4,425	16,855	\$8,428	\$37,408	\$53,004
SC	4	622,909	\$9,344	\$2,061	\$5,026	\$16,431	\$7,911	\$2,396	\$26,738	1,800,585	\$50,416	23,717	\$11,859	\$78,706	\$89,012
SO	60	2,568,332	\$38,525	\$1,513	\$35,956	\$75,994	\$32,618	\$2,396	\$111,008	2,485,494	\$69,594	67,967	\$33,984	\$179,571	\$214,585
WAPA	0	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	35,490	\$994	0	\$0	\$994	\$994
WT	1	234,247	\$3,514	\$0	\$5,499	\$9,013	\$2,975	\$1,612	\$13,600	205,552	\$5,755	2,880	\$1,440	\$16,208	\$20,795
TOTAL	268	25,947,655	\$381,308	\$83,327	\$421,569	\$886,204	\$329,535	\$190,831	\$1,406,571	36,126,752	\$1,011,549	649,122	\$324,561	\$2,222,315	\$2,742,681

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MAIL SERVICE BUSINESS LINE

Service Description

The DOE Mail Center provides a variety of mail services for all official and other authorized mail for the Department of Energy and its employees. The services provided include the processing of all incoming postal mail, outgoing official mail, internal mail processing, accountable mail processing, pouch mail, a variety of overnight express mail services, directory services, and pick-up and delivery services.

Internal Distribution

- C Receive, sort, process and deliver all incoming ordinary and accountable mail from the United States Postal Service.
- C Process, safeguard and deliver all incoming accountable mail (registered, certified, express, insured).
- C Pick-up, secure, safeguard, control and deliver all classified mail from the DOE Security Box.
- C Process and deliver all incoming Business Reply Mail.
- C Sort, deliver, and pick-up all internal mail at all authorized mail stops and mail boxes.
- C Provide mail services between headquarters and all other DOE Satellite Buildings.
- C Provide directory/locator service to customers for mail that is undeliverable due to lack of address information.
- C Make special internal deliveries for urgent mailings.
- C Provide guidance and assistance on matters related to mail operations .
- C Process and control all incoming overnight express mail which includes FedEx, Airbourne, DHL, UPS, and any other overnight express packages. Customers are called when the packages are ready for pick-up.

United States Postal Service - Official Outgoing Mail

- C Process and meter all outgoing DOE Official Mail to meet the customer's needs for timely delivery and postage cost. The variety of services include overnight Postal Express Priority Mail, First Class Mail, Standard Class (A), Standard Class (B), and Special Standard Class.

Also outgoing accountable mail service such as Registered, Certified, Insured, and Postal Express Mail are available.

C Process and meter Field Pouch Mail.

C Process Diplomatic Pouch Mail.

Outgoing Overnight Express Package/Parcel Service

Process outgoing overnight express shipments of FedEx, Airbourne, DHL, Emery World Wide, and TNT Service International for airfreight and overseas deliveries.

Mail Center Locations

C Forrestal Building:
1000 Independence Avenue, SW
Washington, DC 20585
Room.....GI-084
Phone.....202-586-6061

C Germantown Building:
19901 Germantown Rd
Germantown, MD 20874-1290
Room.....E-066
Phone.....301-903-4111

C 270 Corporate Center:
20300 Century Boulevard
Germantown, MD 20874
Room.....1003
Phone.....301-903-5273

Pricing Policy

Board Adopted Policy

Mail service pricing has three components:

C Offices pay the actual dollar meter value for outgoing United States Postal Service mail;

C Offices pay actual cost for Federal Express or other special mail; and

- C Offices pay for internal mail distribution based on the number of mail stops.

Pricing Method (Billing Calculation)

- C Internal Distribution - Customers validate their number of mail stops at the beginning of the fiscal year and pay an annual mail stop cost of \$9,500 per stop. Mail stops may be adjusted semi-annually as necessary.
- C Pouch Mail and Common Use Mail Stop - Each customer pays an annual charge of \$1,680 as their share of meter Field Pouch Mail, and \$1,500 as their share for common mail stops at the Forrestal and Germantown Facilities (Credit unions and cafeteria).

In FY 99, the mail business line will make a one-time price reduction eliminating all charges to organizations for common mail stops and for “field pouch” delivery. This will provide an immediate credit to customers of approximately \$100,000.
- C United States Postal Service and Federal Express Mail - Customers pay the actual cost of metered, overnight airfreight, and overseas express mail. The handling charge of \$2.18 for Federal Express Mail has been discontinued.

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of IRB and OMB budgets. In other words, budget estimates published in June of the fiscal year reflect actual usage charges for June through May of the preceding year. Extraordinary or unusual charges in usage patterns are not anticipated in the Fund’s estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be added or subtracted (as appropriate) from the Funds’ estimate. Also, possible variations in consumption due to expected charges in staffing levels are not considered in the Fund’s estimates.

Annual Projections

WCF projections of current Fiscal Year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Total YTD Cost (October - April) divided by 7 multiplied by 12 equal projected annual cost.

Billing Cycle

Internal Distribution of mail is billed at the beginning of the fiscal year, with adjustments made in 6-

months. Pouch and Common mail stops are billed at the beginning of fiscal year with no anticipated adjustments. United States Postal Service charges are billed monthly, based upon prior month actual usage.

Availability of Detailed Usage Information

Program offices may receive copies of summary data for United States Postal Services, outgoing overnight express packages and parcel services. This summary data will include the class of mail, weight, pieces and cost.

Service Standards

- C All properly addressed incoming regular mail will be processed and delivered unopened to the appropriate mail stops within one day of receipt by the mail centers.
- C Improperly addressed mail will be looked up and every effort will be made to determine a delivery destination. If a delivery point cannot be determined, it will be returned to the sender. If a return address is not available, the mail leader will open the envelope and determine if and where it should be delivered. If a delivery point cannot be determined, it will be disposed of in accordance with United States Postal Service and Department procedures.
- C All incoming controlled mail (certified, registered, or insured) will be processed and dispatched in accordance with United States Postal Services and Department directives at the end of each day. Controlled mail received after 3:30 p.m. will be safeguarded and processed for the next dispatch.

Outgoing registered mail is processed and dispatched under United States Postal Services approved combination lock or seal.

Points of Contact

Fund Manager: John Harrison, 202-586-3611

Business Line Manager: Mary Anderson, 202-586-2129

Service Points of Contact: Alvan Majors , 202-586-4338
Anthony Nellums, 202-586-6064

FREQUENTLY ASKED QUESTIONS ABOUT THE MAIL BUSINESS LINE

- Q.** How can I save money on mail distribution?
- A.** For FY 1998, the Mail Service Business Line has discontinued the handling charge of \$2.18 for Federal Express packages. In addition, the consolidation or discontinuation of mail stops can reduce mail distribution costs.
- Q.** Who do I call to discontinue a mail stop?
- A.** The service point of contact, Tony Nellums, should be called on (202) 586-6064. If he is not available, the business line manager, Mary Anderson, should be contacted on (202) 586-4318.
- Q.** It is cheaper to have an extra mail stop or to sort the mail ourselves at the program level?
- A.** Program elements are required to have at least one mail stop. The annual cost of human resources at the program level to sort mail would far exceed the annual cost of a mail stop which is currently priced at \$9,500 annually.

MAIL SERVICES BUSINESS LINE									
FY 2000 - ESTIMATE									
ORANIZATION CODES	MAIL STOPS	ANNUAL MAIL STOPS COST	COMMON 5 MAIL STOPS COST	FIELD POUCH COST	P.O. BOX COST	USPS METERED MAIL	SPECIAL MAIL SERVICES COST	TOTAL ESTIMATED COST	ESTIMATED WCF COST (DISCOUNTED)
AB	1	\$9,500	\$1,532	\$1,518	\$0	\$1,100	\$690	\$14,340	\$11,290
BPA	1	\$9,500	\$1,532	\$0	\$0	\$370	\$0	\$11,402	\$9,870
CI	2	\$19,000	\$1,532	\$1,518	\$0	\$3,500	\$450	\$26,000	\$22,950
CN	1	\$9,500	\$1,532	\$1,518	\$0	\$4,100	\$2,380	\$19,030	\$15,980
CR	6	\$57,000	\$1,532	\$1,518	\$770	\$9,700	\$960	\$71,480	\$68,430
DP	2	\$19,000	\$1,532	\$1,518	\$0	\$12,000	\$3,540	\$37,590	\$34,540
ED	4	\$38,000	\$1,532	\$1,518	\$0	\$4,400	\$1,750	\$47,200	\$44,150
EE	1	\$9,500	\$1,532	\$1,518	\$0	\$135,000	\$24,000	\$171,550	\$168,500
EH	4	\$38,000	\$1,532	\$1,518	\$0	\$15,000	\$2,190	\$58,240	\$55,190
EI	8	\$76,000	\$1,532	\$1,518	\$770	\$120,000	\$4,100	\$203,920	\$200,870
EM	4	\$38,000	\$1,532	\$1,518	\$0	\$126,000	\$9,720	\$176,770	\$173,720
FE	2	\$19,000	\$1,532	\$1,518	\$0	\$21,600	\$5,950	\$49,600	\$46,550
GC	2.5	\$23,750	\$1,532	\$1,518	\$0	\$2,000	\$960	\$29,760	\$26,710
HG	1	\$9,500	\$1,532	\$1,518	\$0	\$4,200	\$30	\$16,780	\$13,730
BCA/HG-50	0	\$0	\$0	\$0	\$0	\$350	\$12	\$362	\$362
IA	1.5	\$14,250	\$1,532	\$1,518	\$0	\$2,500	\$280	\$20,080	\$17,030
IG	2	\$19,000	\$1,532	\$1,518	\$0	\$10,600	\$1,100	\$33,750	\$30,700
IN	1	\$9,500	\$1,532	\$1,518	\$0	\$4,500	\$78	\$17,128	\$14,078
MA	23.5	\$223,250	\$1,532	\$1,518	\$0	\$47,000	\$12,600	\$285,900	\$282,850
MD	1	\$9,500	\$1,532	\$1,518	\$0	\$700	\$940	\$14,190	\$11,140
NE*	2	\$30,500	\$1,532	\$1,518	\$0	\$5,241	\$2,100	\$40,891	\$37,841
NN	1	\$9,500	\$1,532	\$1,518	\$0	\$20,223	\$1,070	\$33,843	\$30,793
NN-30	0	\$0	\$0	\$0	\$0	\$4,152	\$150	\$4,302	\$4,302
PA	3	\$28,500	\$1,532	\$1,518	\$0	\$4,152	\$190	\$35,892	\$32,842
PC	1	\$9,500	\$1,532	\$1,518	\$0	\$27	\$28	\$12,605	\$9,555
PO	1.5	\$14,250	\$1,532	\$1,518	\$0	\$11,950	\$684	\$29,934	\$26,884
RW	1	\$9,500	\$1,532	\$1,518	\$0	\$1,500	\$256	\$14,306	\$11,256
OA	1	\$9,500	\$1,532	\$1,518	\$0	\$7,000	\$450	\$20,000	\$16,950
O/S	1	\$9,500	\$1,532	\$1,518	\$0	\$1,600	\$190	\$14,340	\$11,290
SC	2	\$19,000	\$1,532	\$1,518	\$0	\$25,000	\$2,750	\$49,800	\$46,750
SO	12	\$114,000	\$1,532	\$1,518	\$1,160	\$0	\$0	\$118,210	\$115,160
WAPA (PML)	1	\$9,500	\$1,532	\$0	\$0	\$140	\$0	\$11,172	\$9,640
WT	1	\$9,500	\$1,532	\$1,518	\$0	\$5,500	\$30	\$18,080	\$15,030
NR/NE-60	0	\$0	\$0	\$0	\$0	\$67	\$0	\$67	\$67
								\$0	\$0
								\$0	\$0
TOTALS	96	\$923,500	\$47,492	\$44,022	\$2,700	\$611,172	\$79,628	\$1,708,514	\$1,617,000

*NE mail stop cost includes dedicated mail center support services.

PRINTING SERVICES BUSINESS LINE

Service Description

C The Printing Office produces a complete range of high-quality printed products comparable to those available from a full-service commercial enterprise. These include:

- Reports
- Books
- Pamphlets and Brochures
- Public Information Materials
- Presentation and Promotional Posters
- Forms and Letterhead
- Development of Printing Requirements and Specifications

C Other printing-related services are:

- Mailing/Shipping of printed materials
- Distribution Preparation Services (labeling, consolidation and packaging)
- Automated Mail List Maintenance

C In addition, this business line involves:

- Production of Government Printing Office (GPO) printed inserts to the daily Federal Register
- Production and duplication of various electronic informational media such as compact discs, video diskettes and magnetic tapes.
- Court reporting and transcription services

Pricing Policy

Board Adopted Policy

Organizations will pay for direct printing costs as well as Federal Register costs.

Pricing Method (Billing Calculation)

Program offices pay the actual cost of printing, vendor postage, federal register, vendor color copying, and court reporting services.

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of IRB and OMB budgets. In other words, budget estimates published in June of the Fiscal Year reflect actual usage charges for June through May of the preceding year.

Extraordinary or unusual charges in usage patterns, as well as purchases of new equipment are not anticipated in the Fund's estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be added or subtracted (as appropriate) from the Funds estimate. Also, possible variations in consumption due to expected changes in staffing levels are not considered in the Fund's estimates.

Annual Projections

WCF projections of current Fiscal Year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Total YTD Cost (October - April) divided by 7 multiplied by 12 equal projected annual cost.

Billing Cycle

All printing services are billed monthly, based upon prior month actual usage. There are no charges for this business line that are assessed annually or quarterly.

Availability of Detailed Usage Information

Program offices may receive upon request, copies of summary data for printed products, vendor postage, vendor color copying, federal register and court reporting services. This information includes job title, date received, estimated cost, actual cost and the program contact(s) placing the job order(s).

Service Standards

- C Will schedule planning conference with customer within eight hours of request to discuss printing requirements which include job specifications and anticipated turnaround times.
- C Representatives from the printing staff are available to provide planning assistance during the developmental stages of projects. We encourage customers to seek assistance as soon as project discussion begins.

- C The standard turnaround time to process most printed products ranges from five to 10 working days.
- C Distribution of most printed material within one to three days.
- C Complex projects (i.e., Science Bowl, Gas Mileage Guide, Ethnic History Months, Press Briefings, 4-color process brochures, etc.) require negotiation of time frames which typically are 20 to 30 working days.
- C A courtesy call will normally be provided to the point of contact when a job is completed; however, it is recommended that the point of contact call printing and graphics staff to check the status of the project.
- C Will provide detailed usage and management reports on an as-requested-basis within 24 hours.

Points of Contact

Fund Manager: John Harrison, 202-586-3611

Business Line Manager: Mary Anderson, 202-586-2129

Service Point of Contact: Dallas Woodruff, 202-586-4326

FREQUENTLY ASKED QUESTIONS ABOUT THE PRINTING BUSINESS LINE

- Q.** How can my office save on printing charges?
 - A.** Program elements can save on printing charges by planning projects in advance. The printing staff is available to attend customer's planning conferences on upcoming projects. This can eliminate surcharges associated with meeting quick turnaround times and allow for alternative specifications to be applied.
- Q.** Who do I call to find out how we have been spending money on printing?
 - A.** You can call the service point of contact, Dallas Woodruff, on (202) 586-4326. If he is not available, the business line manager, Mary Anderson, should be contacted on (202) 586-4318.
- Q.** Can I get a summary of how we spent money last year?

- A.** Yes, a detailed summary is available at the customer's request. Standard turnaround time of a detailed summary is 24 hours. Program offices may receive upon request, copies of summary data for: printed products, vendor postage, vendor color copying, and Federal Register and court reporting services. This information includes job title, date received, estimated cost, actual cost and the program contact(s) placing the job order(s). This information can be provided at any time, as requested for any period (e.g., current month or year-to-date) during the current fiscal year, as specified.
- Q.** Can I ask MA to restrict who can order printing services?
- A.** Yes, program elements can establish signature authority on who can order printing services for them by sending a memorandum to the business line manager, Mary Anderson.

Print Media Business Line

WCF FY-2000 Estimates

Organization	Vendor Postage	Printing Costs	Federal Register	Direct Printing Cost	Court Reporting	Distribution (allocation)	TOTAL
AB		\$10,500	\$818	\$11,318	\$23,436	\$1,075	\$35,829
BCA/HG-50	\$0	\$0	\$0	\$0	\$5,699	\$0	\$5,699
BPA	\$0	\$4,200	\$25,000	\$29,200		\$2,774	\$31,974
CI		\$4,500	\$0	\$4,500		\$428	\$4,928
CN		\$2,500	\$3,000	\$5,500		\$523	\$6,023
CR	\$500	\$130,000	\$1,200	\$131,700		\$12,512	\$144,212
DP	\$2,800	\$32,000	\$24,000	\$58,800		\$5,586	\$64,386
ED	\$3,500	\$2,300	\$5,400	\$11,200		\$1,064	\$12,264
EE	\$0	\$8,000	\$98,333	\$106,333	\$5,490	\$10,102	\$121,925
EH	\$3,700	\$28,000	\$50,000	\$81,700		\$7,762	\$89,462
EI	\$106,000	\$590,000	\$9,000	\$705,000		\$66,975	\$771,975
EM	\$23,000	\$46,000	\$45,000	\$114,000	\$1,520	\$10,830	\$126,350
FE	\$28,000	\$150,000	\$70,000	\$248,000	\$1,035	\$23,560	\$272,595
GC	\$0	\$132,000	\$21,000	\$153,000		\$14,535	\$167,535
HG	\$2,600	\$66,000	\$19,000	\$87,600	\$54,087	\$8,322	\$150,009
IA		\$0	\$0	\$0		\$0	\$0
IG	\$0	\$33,000	\$0	\$33,000		\$3,135	\$36,135
IN	\$0	\$4,000	\$0	\$4,000		\$380	\$4,380
MA	\$2,800	\$271,800	\$2,800	\$277,400		\$26,353	\$303,753
MD	\$0	\$5,500	\$300	\$5,800		\$551	\$6,351
NE	\$0	\$9,000	\$9,000	\$18,000		\$1,710	\$19,710
NR/NE-60	\$0	\$3,915	\$0	\$3,915		\$372	\$4,287
NN	\$0	\$11,440	\$14,000	\$25,440		\$2,417	\$27,857
OA	\$0	\$6,500	\$0	\$6,500		\$618	\$7,118
PA	\$49,000	\$62,440	\$0	\$111,440	\$2,037	\$10,587	\$124,064
PC		\$1,500	\$0	\$1,500		\$143	\$1,643
PO	\$50	\$55,000	\$200	\$55,250		\$5,249	\$60,499
RW	\$1,300	\$15,500	\$4,300	\$21,100		\$2,005	\$23,105
S	\$0	\$8,500	\$4,100	\$12,600		\$1,197	\$13,797
SC	\$2,000	\$21,000	\$25,000	\$48,000		\$4,560	\$52,560
SO		\$82,760	\$0	\$82,760		\$7,862	\$90,622
WAPA/PML	\$0	\$4,300	\$63,400	\$67,700		\$6,432	\$74,132
WT	\$0	\$6,400	\$1,400	\$7,800		\$741	\$8,541
TOTAL	\$225,250	\$1,808,555	\$496,251	\$2,530,056	\$93,304	\$240,355	\$2,863,715

Print Media Business Line
Direct Cites FY-2000 Estimates

Organization	Vendor Postage	Printing Costs	Vendor Color Copying	Federal Register	Court Reporting	Direct Printing Cost
AB	\$0	\$0		\$0		\$0
CI	\$0	\$0		\$0		\$0
CP	\$0	\$0		\$0		\$0
CN	\$0	\$800		\$0		
CR	\$1,685	\$0		\$0		\$1,685
DP	\$2,800	\$24,000		\$0		\$26,800
DS	\$0	\$0		\$0		\$0
ED	\$3,400	\$0		\$0		\$3,400
EE	\$270,269	\$666,000		\$0		\$936,269
EH	\$140,000	\$150,500		\$0		\$290,500
EI	\$0	\$0		\$0		\$0
EM	\$5,000	\$61,000		\$0		\$66,000
ER	\$0	\$0		\$0		\$0
FE	\$0	\$66,000		\$0		\$66,000
FM	\$0	\$0		\$0		\$0
GC	\$0	\$0		\$0		\$0
HG	\$0	\$0		\$0		\$0
MA	\$0	\$465,100		\$0		\$465,100
IG	\$0	\$0		\$0		\$0
IN	\$0	\$0		\$0		
MD	\$0	\$0		\$0		\$0
NE	\$0	\$35,000		\$0		\$35,000
NN	\$0	\$16,000		\$0		\$16,000
PA	\$0	\$0		\$0		\$0
PC	\$0	\$300		\$0		
PO	\$50	\$50,000		\$0		\$50,050
QM	\$0	\$0		\$0		\$0
RM	\$0	\$0		\$0		\$0
RW	\$1,300	\$0		\$0		\$1,300
S	\$0	\$0		\$0		\$0
SC	\$11,500	\$72,500		\$0		
SO	\$0	\$0		\$0		
TP	\$0	\$0		\$0		\$0
WT	\$0	\$0		\$0		\$0
AC	\$0	\$0		\$0		\$0
Alaska	\$0	\$0		\$0		\$0
APA	\$0	\$0		\$0		\$0
BCA	\$0	\$0		\$0		\$0
BPA	\$0	\$0		\$0		\$0
GFO	\$0	\$0		\$0		\$0
GJ	\$0	\$0		\$0		\$0
METC	\$0	\$0		\$0		\$0
OAK	\$0	\$0		\$0		\$0
OHA	\$0	\$0		\$0		\$0
OSTI	\$0	\$0		\$0		\$0
PETC	\$0	\$0		\$0		\$0
SEPA	\$0	\$0		\$0		\$0
SPA	\$0	\$0		\$0		
SWPA	\$0	\$0		\$0		\$0
SR	\$0	\$0		\$0		\$0
WAPA	\$0	\$0		\$0		\$0
TOTAL	\$436,004	\$1,607,200	\$0	\$0	\$0	\$1,958,104

GRAPHICS SERVICES BUSINESS LINE

GRAPHICS BUSINESS LINE

Service Description

C Graphics: The Graphics office provides a variety of professional design services to the Department of Energy and its employees. We have offices in the Forrestal (BH-039) and Germantown (E-034) facilities staffed with graphic and publication designers, who utilize state-of-the-art computer systems to assist customers in meeting presentation, publication and creativity requirements. Products and services available at these offices include the following:

- Design consultation to help customers review visual requirements for upcoming events
- Design and production services for presentation media: vugraphs, slides, flip charts, digital and multimedia
- Exhibit design services for table top and portable displays
- Large format image design services: posters, banners and signage
- Publication design for a variety of printed products: brochures, flyers, booklets, programs, newsletters and forms
- Design, coordination and acquisition services for awards and recognition ceremonies: plaques, certificates, invitations and mementos
- Digital composition services
- Media output center for the production of visual products from customer's artwork, electronically prepared disks and digitally mailed files including:
 - . Full color posters from electrostatic and ink-jet large format printers,
 - . Lamination services for all images up to 30x40,
 - . full color vugraphs and slides,
 - . color copies on various types and weight of paper from 8.5x11 to 11x17,
 - . Hi-res black and white Laser prints,
 - . Full color metal buttons with straight pins (1.5", 2.25" and 3"), and
 - . Digitally scanning images from reflective art.

C Photography: Full service photography studio and lab at the Forrestal building staffed by four professional photographers. Services can be obtained at the Forrestal (BH-039) and Germantown (E-034) locations. Products and services available at these offices include the following:

- Local area on-site scheduled photography shoots for program offices and Secretarial events

- Scheduled studio shoots for passports, visas, portraits and product/still-life arrangements
- Production of black and white, color prints from 5x7 to 30x40 poster sized prints
- Transparency production and duplication services: slide and vugraph
- Digital processing of images from electronic media into photographic prints and/or Transparencies, (maximum size 8.5x11)
- Film processing center for film shot by program office or Secretarial personnel for DOE sponsored events
- Scanning and electronically retouching photographic images
- Dry mount and limited framing services

C **Energy Technology Visuals Collection:** We also provide Energy Technology Visuals Collection in the Forrestal (BH-039) location. This is where the DOE photographic library catalogued and documented images of energy related programs for use in briefings, publications, presentations, exhibits, etc. Trained technicians are available to assist customers in the selection of appropriate images to enhance their project. Products and services provided are as follows:

- Thousands of catalogued images covering a variety of subject matter from alternative fuels, environmental restoration and geothermal energy to health and safety, solar energy and waste management
- Color and black & white prints and 35mm slides are ready for immediate use. Color and black & white laser prints and/or scanned images are also available upon request
- Complete data sheets accompany each image with such information as where the image was taken, date and time, image subject matter, etc.
- Historical collection of black and white and color images of pre-DOE events and achievements

Pricing Policy

Board Adopted Policy

Programs will pay indirect cost (maintenance and depreciation on graphics equipment) as a percentage allocation of cost incurred in the previous fiscal year.

Pricing Method (Billing Calculation)

Customers are charged an allocation of contractor support costs for Graphics, Photography and Visual Archives as well as the general cost of materials and supplies. In addition, the allocation includes direct maintenance required and an allowance for estimated equipment replacement (depreciation). The allocation for FY99 is based upon actual FY98 usage. This was determined by assigning a weighting

factor (point value) to each specific type of job within the three general service categories to reflect the average level of complexity and resources required to perform each job type. A five point scale with one quarter increments was used for the purpose. This weight value was applied to the number of jobs of each specific type and the result calculated as a percentage of all weighted jobs performed for all program customers. This calculation derives the allocation that each customer will pay of total Graphic Media services costs, excluding the salaries of federal staff employees, which are not include in the Working Capital Fund. Following is an example of the calculation made to determine percentage allocations and dollar costs for each program customer:

1. # Specific job type (X) Assigned point value (=) Weighted Value for all jobs of specific type (for each program).
2. Total number of Weighted Jobs for Job Type A (+) Total number of Weighted Jobs for Job Type B (+) Total number of Weighted Jobs for Job Type Z (=) Total Weighted Value for all jobs, all types (per each program).

The weighted value calculations (1. and 2.) were repeated for each of the three general service categories (Graphics, Photography, Visual Archives) .

3. Total Weighted Value (Graphics) (+) Total Weighted Value (Photo) (+) Total Weighted Value (Visual Archives) (=) Total Weighted Value for all jobs per each Program.

Budget Estimating Method

Budgetary estimates are developed based upon the 12 month period prior to issuance or submission of IRB and OMB budgets. In other words, budget estimates published in June of the Fiscal Year reflect actual usage charges for June through May of the preceding year. Extraordinary or unusual changes in usage patterns are not anticipated in the Fund's estimates. To the extent that such anomalies can be foreseen by the program customer, the cost impact of these charges should be added or subtracted (as appropriate) from the Fund's estimate. Also, possible variations in consumption due to expected changes in staffing levels are not considered in the Fund's estimates.

Annual Projections

WCF projections of current fiscal year usage and costs are updated monthly and provided with each bill. Projections are calculated based upon fiscal year-to-date costs multiplied by a straight forward annualization factor. For example, the annual projection calculated as of April would be as follows:

Total YTD Cost (October - April) divided by 7 multiplied by 12 equal projected annual cost.

Billing Cycle

All graphics charges are billed monthly, based upon prior month actual usage. There are no charges for this business line that are assessed annually or quarterly.

Availability of Detailed Usage Information

Program offices may receive copies of summary data for graphics products, photography work and energy technology visual collection services. This information can be provided at any time, as requested for any period (e.g., current month or year-to-date) during the current fiscal year, as specified.

Service Standards

- C Representatives from the Graphics business line are available to provide planning assistance during the developmental stages of projects and encourage customers to seek assistance as soon as project discussions begin.
- C A graphics coordinator will meet with the customer to discuss the project's requirements and requested turnaround time.
- C The standard turnaround time five working days.
- C Complex projects (such as Science Bowl, Ethnic History Months, Press Briefings) require a longer timeframe, with a preference of 30 days. This requirement is discussed in the planning meeting with the customer.
- C As a courtesy, a call will normally be provided to the point of contact when a job is completed; however, it is recommended that the point of contact call the customer service desk (202-586-2732) to check the status of the project.

Points of Contact

Fund Manager: John Harrison, 202-586-3611

Business Line Manager: Bill Talbot, 202-586-2739

FREQUENTLY ASKED QUESTIONS ABOUT THE GRAPHICS BUSINESS LINE

- Q.** How can my office save on graphics charges?
- A.** Program elements can save on graphics charges by planning projects in advance. The graphics staff is available to attend customer's planning conferences on upcoming projects. This can eliminate surcharges associated with meeting quick turnaround times and allow for alternative specifications to be applied.
- Q.** Can I get a summary of how we spent money last year?
- A.** Yes, a detailed summary is available at the customer's request. Standard turnaround time of a detailed summary is 24 hours. Program offices may receive upon request, copies of summary data for: Graphics products, photography work and energy technology visual collection services. This information includes job title, date received, estimated cost, actual cost and the program contact(s) placing the job order(s). This information can be provided at any time, as requested for any period (e.g., current month or year-to-date) during the current fiscal year, as specified.

Overall Estimates per Organization (FTL & GTN) / FY2000

	Graphics		Photo		ETVC						
Org	Jobs	Points	Jobs	Points	Jobs	Points	Total Jobs	Total Pts.	% of Total	\$ SHARE	Org
AB	21	115.50	0	0.00	0	0.00	21	115.50	0.54%	\$3,470	AB
CI/CP	16	91.00	7	43.00	17	15.25	40	149.25	0.70%	\$4,484	CI/CP
CIO	116	602.80	21	101.50	5	3.25	142	707.55	3.34%	\$21,257	CIO
CN	30	142.75	5	27.50	3	1.75	38	172.00	0.81%	\$5,168	CN
CR	36	144.25	7	36.00	5	3.50	48	183.75	0.87%	\$5,521	CR
DP	90	361.10	41	222.20	19	12.25	150	595.55	2.81%	\$17,893	DP
ED	123	657.95	36	190.75	13	10.50	172	859.20	4.05%	\$25,814	ED
EE	239	1226.75	175	923.65	33	26.25	447	2176.65	10.27%	\$65,395	EE
EH	130	539.00	12	63.24	5	3.50	147	605.74	2.86%	\$18,199	EH
EI	117	614.50	76	348.25	27	16.25	220	979.00	4.62%	\$29,413	EI
EM	164	747.25	71	347.25	50	37.00	285	1131.50	5.34%	\$33,994	EM
FE	121	511.25	53	250.00	16	6.00	190	767.25	3.62%	\$23,051	FE
GC	21	90.25	16	78.50	3	1.75	40	170.50	0.80%	\$5,122	GC
HG	5	27.50	3	14.00	1	0.25	9	41.75	0.20%	\$1,254	HG
IA	15	59.50	17	52.50	2	2.50	34	114.50	0.54%	\$3,440	IA
IN	5	24.50	10	43.00	0	0.00	15	67.50	0.32%	\$2,028	IN
IG	95	464.35	27	141.00	17	12.50	139	617.85	2.91%	\$18,563	IG
MA	784	3949.55	352	1723.20	279	339.25	1415	6012.00	28.36%	\$180,623	MA
MD	2	9.50	13	63.50	2	0.50	17	73.50	0.35%	\$2,208	MD
NE	69	222.50	30	149.95	10	6.00	109	378.45	1.79%	\$11,370	NE
NN	65	276.25	111	561.75	15	9.25	191	847.25	4.00%	\$25,455	NN
PA	19	141.75	47	243.75	40	100.25	106	485.75	2.29%	\$14,594	PA
PC	0	0.00	0	0.00	0	0.00	0	0.00	0.00%	\$0	PC
PO	41	213.25	62	329.25	15	11.25	118	553.75	2.61%	\$16,637	PO
RW	27	138.25	9	47.00	1	0.25	37	185.50	0.88%	\$5,573	RW
S/DS	220	871.00	99	514.50	28	46.75	347	1432.25	6.76%	\$43,030	S/DS
SC/ER	88	522.50	52	307.50	32	31.50	172	861.50	4.06%	\$25,883	SC/ER
SO	148	615.20	51	244.00	13	7.00	212	866.20	4.09%	\$26,024	SO
WT	9	44.60	0	0.00	0	0.00	9	44.60	0.21%	\$1,340	WT
	2816	13424.55	1403	7066.74	651	704.50	4870	21195.79		\$636,800	

PO & IA Totals combined and split 60/40 on Monthly Sheet

CN \$1,100 for monthly newsletter: \$13,200

\$650,000

Projected Monthly Charge Per Organization for Visual Media Services / FY2000

Org	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Org
AB	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$289	\$3,470	AB
CI/CP	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$374	\$4,484	CI/CP
CIO	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$1,771	\$21,257	CIO
CN	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$1,531	\$18,368	CN
CR	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$460	\$5,521	CR
DP	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$1,491	\$17,893	DP
ED	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$2,151	\$25,814	ED
EE	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$5,450	\$65,395	EE
EH	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$1,517	\$18,199	EH
EI	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$2,451	\$29,413	EI
EM	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$2,833	\$33,994	EM
FE	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$1,921	\$23,051	FE
GC	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$427	\$5,122	GC
HG	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$105	\$1,254	HG
IA	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$669	\$8,029	IA
IN	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$169	\$2,028	IN
IG	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$1,547	\$18,563	IG
MA	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$15,052	\$180,623	MA
MD	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$184	\$2,208	MD
NE	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$948	\$11,370	NE
NN	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$2,121	\$25,455	NN
PA	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$1,216	\$14,594	PA
PC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	PC
PO	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$1,004	\$12,048	PO
RW	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$464	\$5,573	RW
S	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$3,586	\$43,030	S
SC/ER	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$2,157	\$25,883	SC/ER
SO	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$2,169	\$26,024	SO
WT	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$112	\$1,340	WT
	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$54,167	\$650,000	

CONTRACT CLOSEOUT SERVICES BUSINESS LINE

Services Description

Upon the expiration of each instrument type, namely purchase orders; firm fixed price contracts; interagency agreements; financial assistance instruments; and cost reimbursement contracts, the closeout process assures that all terms and conditions of the instrument have been fulfilled, all financial information has been submitted and evaluated, final payment has been made, any remaining funds have been deobligated, and the instrument is administratively retired from the Procurement Automated Data System (PADS). The retired instrument is boxed and stored locally or shipped to a federal storage facility.

Pricing Policy

The pricing policy is described below. The customer may choose one of three pricing options regarding contract closeout services:

(1)	<u>Base Level Service</u>	<u>Unit Cost</u>
	Purchase Order	\$ 240
	Firm Fixed Price	\$ 240
	Interagency Agreement	\$ 320
	Financial Assistance	\$ 440
	Cost Reimbursement	\$4,960

This is the standard pricing option the customer may choose by applying the unit cost to the number and type of instruments to be retired. The unit cost was developed by applying the number of hours to retire an instrument to the average hourly loaded rate, i.e., for a purchase order (6 hours x \$40/hour = \$240).

(2)	<u>Additional Directed Service</u>	<u>Unit Cost</u>
	Purchase Order	\$ 540
	Firm Fixed Price	\$ 540
	Interagency Agreement	\$ 720
	Financial Assistance	\$ 1,020
	Cost Reimbursement	\$11,160

This pricing option is at a premium cost based upon the incremental staffing hours applied toward the retirement of these instruments.

(3) Dedicated Service

Dedicated Service is priced at \$31,200 for a three month period. There are no unit prices for this service.

Billing

The Contract Closeout Business Line is billed monthly. Charges are for actual instruments closed at the rates set forth in the Pricing Policy section.

Budget Estimates

The universe of available physically completed (expired) instruments for each fiscal year will be reviewed to determine which of those instruments can be targeted for retirement during that year. Budget estimates will be based upon one of three methods used. They are:

- C Each customer's budget estimate for the following fiscal year will be based on the actual number of instruments retired, by category, in the preceding year; or
- C Estimates may be based on the number of instruments targeted for retirement during the year; or
- C Estimates may be based on an amount negotiated between the customer and the Office of Headquarters Procurement Services.

Service Standards

The standard leadtimes for Contract Closeout Services for each instrument type are as follows:

<u>Type of Instrument</u>	<u>Standard</u>
Purchase Order	6 hours
Firm Fixed Price	6 hours
Interagency Agreement	8 hours
Financial Assistance	11 hours
Cost Reimbursement	124 hours

Management Flexibility

The customer can choose any of the three pricing policies listed above to determine contract closeout services costs. The customer also can save money by electing to use firm fixed price contracts rather than cost reimbursement instruments whenever possible.

Points of Contact

The following persons should be contacted regarding Contract Closeout Services.

Business Line Manager:	Jeffrey Rubenstein	(202) 426-0100
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Service Point of Contact:	Deborah Black	(202) 426-0132
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WCF BUDGET AND NEGOTIATED PROGRAM COST FOR FY 2000
(As of 8/12/99)

PROGRAM OFFICE	WCF BUDGET	NEGOTIATED TOTAL
Chief Financial Officer (CR)	\$14,000.00	\$25,000.00
Civilian Radioactive Waste Management (RW)	\$14,000.00	\$12,160.00
Congressional and Intergovernmental Affairs (CI)	\$1,000.00	\$480.00
Defense Programs (DP)	\$14,000.00	\$13,520.00
Economic Impact and Diversity (ED)	\$4,000.00	\$18,560.00
Energy Efficiency and Renewable Energy (EE)	\$45,000.00	\$45,000.00
Energy Information Administration (EI)	\$48,000.00	\$52,000.00
Energy Research (ER)	\$28,000.00	\$16,560.00
Environmental Management (EM)	\$11,000.00	\$38,480.00
Environment, Safety and Health (EH)	\$99,000.00	\$87,400.00
Field Management (FM)	\$17,000.00	\$15,120.00
Fissile Materials Disposition (MD)	\$0.00	\$0.00
Fossil Energy (FE)	\$50,000.00	\$94,200.00
General Counsel (GC)	\$16,000.00	\$15,680.00
Hearings and Appeals (HG)	\$1,000.00	\$240.00
Management and Administration (MA)**	\$142,000.00	\$142,000.00
Inspector General (GC)	\$5,000.00	\$1,040.00
Nonproliferation and National Security (NN)	\$8,000.00	\$8,000.00
Nuclear Energy (NE)	\$18,000.00	\$17,920.00
Policy (PO)	\$19,000.00	\$15,080.00
Worker and Community Transition (WT)	\$3,000.00	\$2,640.00
Total:	\$557,000.00	\$621,080.00

PAYROLL AND PERSONNEL BUSINESS LINE

Services Description

Payroll Services: Prepares civilian payrolls based on authenticated documentation. Computes, deposits, and reports Federal, State, and local income taxes. Maintains employee records related to Civil Service and Federal Employees Retirement Systems (CSRS and FERS), reports retirement information to the Office of Personnel Management (OPM), and performs reconciliation of account balances with OPM and Treasury. Accounts and reports employee's health benefit coverage, thrift savings plans, and unemployment compensation, among other non salary employee payments. Maintains donated leave subsystem. Maintains and operates the Department's system of allocating payroll costs to the proper appropriation.

Personnel Services: All personnel services will continue to be carried out by Federal employees and therefore do not fall under the WCF payroll and personnel business line. Detailed employee information and OPM regulations are critical inputs to payroll and personnel services. Information systems which support this effort are outdated and unable to support Year 2000 compliance. The Department has embarked on an integrated, long-term solution to these problems since FY 1997.

Personnel and Payroll Information: Implements state-of-the-art Corporate Human Resource Information System (CHRIS) utilizing PeopleSoft commercial-off-the-shelf software and a data repository, DOEInfo. The systems development will implement personnel, payroll, and time and labor processes in conformance with DOE business practices. The software provides (1) the full range of personnel office services to include personnel action processing, staffing, classification, recruitment, performance management, training administration; employee relations support; health and safety/workers' compensation; career succession and planning; and skills inventory; (2) payroll; and, (3) time and attendance. Once complete the integrated system will provide accurate and timely pay to employees, meet regulatory reporting requirements in a timely and accurate manner, improve the integrity of human resource information; streamline business processes, eliminate non-value added work, transition to a paper less desktop work environment, eliminate redundant systems across the Department, and provide real-time reporting and information access to support management decision-making.

Pricing Policy

The WCF Board FY 2000 pricing policy for this Business Line is to allocate fixed costs based on the number of employees on board in each organization at the beginning of the fiscal year. Total cost of Payroll and Personnel Business Line operations and investment for FY 2000 are \$5.1M, of which the WCF is providing \$2,208,000. Program costs for this business line will be calculated based on an annual unit charge of \$188.27 per employee.

Billing Cycle

Charges for this business line will be billed annually at the beginning of each fiscal year.

Service Standards

Payroll Payments - 99.9% on time and accurate (consistent with current excellent performance)

Electronic Payments - 96% (Federal Standard for 1997 was 94%)

Management Flexibility

Individual Departmental customers do not have an option of where to buy payroll and personnel services. These decisions are managed corporately at the Secretarial level. However, customers can, through Board management, insist on efficient operations from the business line managers. The current interim solution is designed to save \$1 million each year compared to other low cost options.

Points of Contact

Business Line Manager	Nancy W. Tomford	202-586-7480
Fund Manger	Phil Pegnato	301-903-4934

Payroll and Personnel Business Line - FY 2000 Cost
(Whole Dollar)

ORGANIZATION	On Board 10/9/99	FY 2000 Cost
Board of Contract and Appeals	5	\$941
Bonneville Power Ad	2,717	\$0
Chief Financial Officer	211	\$39,724
Civil. Rad. Waste Mgt	170	\$32,005
Contract Reform & Privatization	6	\$1,130
Congress'l & Intgv't Affairs	42	\$7,907
Counterintelligence	11	\$2,071
Defense Programs	1808	\$340,387
Headquarters	259	
Albuquerque Ops Ofc	1,245	
Nevada Ops Office	304	
Ec Impact & Diversity	36	\$6,778
Energy Eff & Renewable Energy	512	\$96,393
Headquarters	468	
Golden Field Office	44	
Energy Info Admin	370	\$69,659
Environmental Mgmt	2190	\$412,306
Headquarters	420	
Idaho Ops Office	364	
Ohio Field Office	206	
Richland Ops Office	499	
Rocky Flats Field Ofc	214	
Savannah River Ops	487	
Env, Safety & Health	303	\$57,045
Fissile Materials	32	\$6,025
Fossil Energy	934	\$175,842
Headquarters	172	
Fed Energy Tech Center	528	
Albany Research Center	85	
Tulsa - NPTO	25	
Naval Petroleum Reserves	23	
Strategic Pet Res	101	
General Counsel	161	\$30,311
Hearings & Appeals	41	\$7,719
Indep Oversight & Performance A	17	\$3,201
Inspector General	263	\$49,514
Intelligence	40	\$7,531
International Affairs	61	\$11,484
Management & Administration	483	\$90,933
Nonpro & Nat'l Sec	113	\$21,274
Nuclear Energy	105	\$19,768
Naval Reactor	191	\$35,959
Headquarters	57	
Pittsburgh Naval Reactors	68	
Schenectady Naval Reactors	66	
Policy	41	\$7,719
Public Affairs	31	\$5,836
Office of Science	1697	\$319,490
Headquarters	259	
Ofc Sci & Tech Info	89	
Chicago Ops Office	449	
Oakland Ops Office	338	
Oak Ridge Ops Office	562	
Ofc of Security & Emerg Ops	317	\$59,681
Ofc of the Secretary	32	\$6,025
Sec of Energy Adv Bd	4	\$753
Worker Transition	23	\$4,330
PMA's	1,478	\$278,259
Alaska Power Admin	0	
Southeastern Pwr Ad	40	
Southwestern Pwr Ad	169	
Western Area Pwr Ad	1,269	
FERC	1,234	
Total	15679	\$2,208,000

FY 2000 Cost Per On-Board Staff=\$188.27/person

CORPORATE EXECUTIVE INFORMATION SYSTEM (EIS) BUSINESS LINE

Business System Description

The Corporate Executive Information System (EIS) provides Departmental executives and senior managers immediate access to business information at their desktops. The Corporate EIS supports summary level analyses for management business decisions and provides information for external summary level reporting and inquires. Currently, the Corporate EIS provides information on eight functional business areas by integrating data from six Departmental source systems. Plans provide for the functional business areas to be expanded to incorporate additional business information (both financial and programmatic) as Departmental managers identify their business information requirements. Business information and source systems providing data to the Corporate EIS will be expanded as new information requirements are identified.

Pricing Policy

Board Adopted Policy

- C On a per user basis, each organization will be charged for annual operational costs of the system. FY 2000 costs will be for maintenance and support of the software and hardware. The operating costs will be distributed to the budgeted user base to derive annual per user costs.
- C An agreement between the WCF Business Line Fund Manager, the WCF Business Line Service Manager, and Departmental organizations will be prepared and approved by all parties participating as managers and customers of the WCF Account.

Billing Practice

At the beginning of each fiscal year, each organization will determine the number of users that will be connected and have access to the Corporate EIS.

Billing Cycle

Each Organization will be billed on October 1 of each fiscal year. Payments are to be sent to the WCF Account. Additional users added during the year will be billed to organizations when these users are added to the system, at the full annual per user cost.

Budget Estimating Method

The budget for upcoming years will be determined by the DOE Software “Site License” agreement for reoccurring software maintenance and support costs as well as other operational costs to include hardware maintenance and support. A shared per user cost of \$425 will be charged to organizations for FY 2000.

Service Standards

- C System will be operational 16 hours a day, seven days a week, except from 10:45 PM EST to 6:00 AM EST on Mondays through Fridays when the system will be down for scheduled backups and system file updates.
- C Technical service from the Operational Center will be provided 10 hours a day, five days a week from 8:00 AM EST to 6:00 PM EST.
- C User requests for system modifications can be submitted through the system *Feedback* feature and/or directly to the project manager.
- C User requests for system modifications will be reviewed and coordinated with data stewards for consideration and incorporation into the system. Users will be notified as to the scheduled date for system modification.
- C User requests for new business information areas/topics will be coordinated with Departmental management for approval and priorities will be established, when needed.

Points of Contact

Business Line Service Manager: Miriam Kurtyka, (301) 903-2970

Business Line Fund Manager(s): Micheala Brown, (301) 903-4027, Linda Keller (301) 903-5281.

Service Technical Points of Contact:

- S Operational Center Technical Support: Bryan Long, (301) 903-2213
- S Software Application Development & Operational Technical Support: Keith Barney, (301) 903-8390, Mark Herrgott, (301) 903-8389, Tom Herdman, (301) 903-0818, Sal Rowe (301) 903-0878.

Corporate EIS WCF User Baseline for FY2000

ORG	FY 2000 User Baseline	Costs (\$425 per User)
AB	1	\$425
CR (Includes Congress)	47	\$19,975
DS	1	\$425
ED	9	\$3,825
GC	4	\$1,700
HG	2	\$850
IG	6	\$2,550
MA	10	\$4,250
PC	1	\$425
SO-30	4	\$1,700
IA	2	\$850
SO-1	2	\$850
DP	2	\$850
EE	11	\$4,675
EM	10	\$4,250
FE	2	\$850
MD	2	\$850
NE	7	\$2,975
NN	2	\$850
SC	12	\$5,100
WT	1	\$425
TOTAL	138	\$58,650

CHAPTER 3:

WCF Budget

November 18, 1999

MEMORANDUM FOR: Program Resource Managers

FROM: Howard G. Borgstrom
Working Capital Fund Manager

SUBJECT: FY 2001 Projections for Working Capital Fund

Introduction

This memorandum and its attachments provide guidance and recommendations for the Working Capital Fund components of your FY 2001 Congressional Budget requests, including updated estimates for FY 1999 and 2000.

General

The Working Capital Fund provides a framework for managing certain common administrative services within the Department. An underlying goal is to give program office customers the opportunity, incentive, and information to make cost-effective decisions regarding their use of such services. While the Fund staff supplies customers with good faith estimates of future spending patterns, there are numerous ways in which customers themselves will determine their level of usage. In some cases, customers may choose to acquire services outside the Fund, and in other cases, customers may make tradeoffs to expand their use of Fund services in order to reduce other costs, including travel or contractual services. Because of these opportunities for customer choice, customer organizations are responsible for developing budgets based on their best understanding of their likely future needs. The estimates provided in the attachments are intended only as guidance based on patterns that have been identified by the Fund business line and financial staff .

In general, the attached estimates are based on the pricing policies that are in effect for FY 2000, including revisions approved by the Board at its November 10, 1999 meeting. An update of the *Guide to Services, Policies, and Procedures* (Blue Book) is underway and you will be able to review these policies, along with the draft FY 2001 Congressional Budget submission at the WCF Home Page [<http://www.hr.doe.gov/wcf>] shortly after Thanksgiving. We thought it was preferable to share the attached summary data with you as promptly as possible, for your consideration in responding to the OMB passback.

In these estimates, we have attempted to account for the SO and OA reorganizations that became effective since the analyses we conducted in support of the Corporate Review Budget. Major components such as the building occupancy and payroll operation costs are relatively firm, but there remain uncertainties about the usage patterns for some newly formed offices. Fund staff

will be pleased to work with new organizations to help them estimate their requirements, and revised estimates will be provided in conjunction with monthly bills.

The following sections describe in more detail the derivation of the attached estimates. In some cases, we have significant new information, such as the change in GSA building occupancy costs, but many of the other estimates are based on actual FY 1999 consumption. Please note that the FY 1999 actual amounts used herein reflect the Fund's billings to customers, rather than customer obligations and payments into the Fund.

Supplies

FY 2000 and FY 2001 estimates are based on FY 1999 actual billings, with adjustments only for the SO and OA reorganizations, where per capita usage was calculated to support the realignment of the estimates.

Mail Services

For FY 2000 and FY 2001, the Fund Manager announced a continuation of the price reductions instituted for FY 1999. This was effected by removing charges for common mail stops and pouch delivery from the FY 1999 billings. Otherwise, the assigned mail stops for FY 2000 were used to compute internal distribution charges for both FY 2000 and FY 2001.

Direct mail costs are assumed to continue at FY 1999 levels into FY 2000 and FY 2001, with adjustments for the SO and OA reorganizations.

Copying

For FY 2000 and FY 2001, the Fund Manager announced reductions in the unit price at staffed and central copy centers from \$0.032/copy to \$0.028/copy. FY 1999 actual usage patterns are assumed to continue, with adjustments for the SO and OA reorganizations. Program organizations that are considering purchasing dedicated copiers should contact the business line staff for help in developing estimates.

Printing and Graphics

The FY 1999 actual usage patterns for Printing are assumed to carry forward into FY 2000 and FY 2001. The Graphics allocation pricing policy is based on the prior year's actual workload, so the FY 2000 Graphics estimate is the actual amount that will be billed in FY 2000, based on FY 1999 activity. We have assumed that these patterns will carry forward to FY 2001.

Building Occupancy

Building Occupancy estimates have changed substantially because of changes in GSA rates and space classifications -- most customers will experience significant reductions in FY 2001. The

FY 2000 and FY 2001 estimates in the attached conform to the occupancy agreements negotiated with customers in recent weeks. Questions regarding space assumptions may be directed to Louis D'Angelo at (202) 586-6080.

Electronic Services

We have included Electronic Services within the Building Occupancy estimates in this summary, though it will be broken out separately in the Blue Book, the WCF Congressional Budget, and actual customer bills. The allocation methodology remains linked to the direct Building Occupancy costs as in prior budgets.

Telephones

On November 10, 1999, the Board approved an increase in the telephone infrastructure charges to allow recapture of capital costs. This increase has been factored into the revised estimates. Actual telephone usage charges are assumed to follow the actual FY 1999 billings. It should be recalled, however, that FY 1999 WCF billings were made before all billings from vendors had been received; estimates had to be made for the latter months of FY 1999, so there may be corrections both to FY 1999 and to FY 2000 estimates as actual costs are received from service providers. Last year, these corrections were proportionately very small.

Networking

Networking costs for FY 2000 and FY 2001 reflect the latest LAN line counts available and also reflect the \$200,000 annual increase authorized by the Board on April 22, 1999 Board to finance the common Internet Service Provider.

Desktop Support

Desktop Support costs for your organization depend on the service level agreements you arrange with the Office of the Chief Information Officer. Agreements for FY 2000 are being discussed with your organization. We have assumed that actual FY 1999 usage patterns will continue. Customers are advised to include in their budgets any workstation repair or computer training costs that they are incurring with vendors outside the Fund. Plans to expand or replace desktop equipment should also be taken into consideration.

Contract Closeout

In June 1999, the business identified FY 2000 closeout inventories and negotiated service level agreements with all offices, and we are assuming that this service level will continue into FY 2001.

Payroll Processing

For FY 2000, we have allocated the Payroll Processing costs on the basis of the actual staffing levels on or around October 1, 1999, following the reorganizations involving SO and OA. It is assumed that this same allocation will continue into FY 2001. For FY 2000 and FY 2001, it is assumed that neither BPA nor FERC will be involved in sharing payroll processing costs.

Executive Information System (EIS)

The Corporate EIS initiated its WCF billing in FY 1999 based on a charge of \$425 per user. It has been assumed that the number of FY 1999 users will continue into FY 2000 and FY 2001. .

Contract Audits

Contract Audits were removed from the Fund for FY 1998, but they continue to be financed through program customer funds. On April 6, 1999, the Office of Procurement and Assistance Policy distributed estimates of program cost allocation through FY 2001. If you have any questions about these allocations, please contact Terry Sheppard (HR-51) at (202) 586-8193.

Questions?

Program organizations are invited to ask questions or seek clarification. Please feel free to contact Howard Borgstrom (6-3960), Pete Richards (6-2354), Fran Feiner (6-8037) or any of the business line points-of-contact listed in the transmittal of the October bill.

Attachments (3)

cc: Working Capital Fund Board

**WCF BUDGET ESTIMATES - FY 2000 REVISED
FOR FY 2001 CONGRESSIONAL**

Thousands

Org CODE	SUPPLY	MAIL	COPY	PRINTING	GRAPHICS	TOTAL P&G	BLDG OCCUP	PHONES USAGE	PHONES INFRA	TOTAL PHONES	DESKTOP	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	EIS	PROJ ANNUAL ESTIMATE
AB	5	11	15	36	3	39	148	1	9	10	2	7	0	1	0	238
BCA	3	0	1	6	0	6	161	1	7	7	3	1	0	1	0	183
BPA	3	10	0	32	0	32	107	2	12	14	0	0	0	0	0	166
CI	17	23	28	5	4	9	558	16	43	59	49	16	0	8	0	768
CN	11	16	13	6	18	24	438	4	37	41	3	10	0	2	0	559
CR	95	68	95	144	6	150	1,632	30	226	256	57	156	22	40	20	2,589
DP	255	35	105	64	18	82	2,915	104	414	518	59	315	12	340	1	4,638
ED	32	44	23	12	26	38	478	7	43	51	14	25	19	7	4	733
EE	271	169	189	122	65	187	3,988	110	373	483	145	271	45	96	5	5,850
EH	184	55	117	89	18	108	3,238	55	346	401	52	272	73	57	0	4,557
EIA	189	201	153	772	29	801	5,256	160	388	548	7	2	52	70	0	7,280
EM	232	74	248	126	34	160	4,442	136	473	609	191	333	38	412	4	6,744
FE	118	47	94	273	23	296	1,918	54	209	263	140	142	101	176	1	3,294
GC	80	27	36	168	5	173	2,288	22	159	181	39	98	4	30	2	2,958
HG	7	14	15	150	1	151	621	9	35	44	6	31	0	8	1	898
IA	45	17	4	0	8	8	646	17	64	81	2	41	0	11	1	856
IG	38	31	25	36	19	55	1,311	19	153	172	42	84	1	50	3	1,810
IN	17	14	18	4	2	6	1,033	54	47	101	20	0	0	8	0	1,216
MA	440	353	312	304	181	485	9,005	133	749	882	370	507	142	91	4	12,590
MD	20	11	15	6	2	9	421	9	30	38	12	19	0	6	1	553
NE	34	38	51	20	11	31	768	18	123	142	23	98	17	20	3	1,224
NN	138	35	86	28	25	53	2,192	78	186	264	126	67	8	21	1	2,992
NR	1	0	0	4	0	4	322	49	94	143	0	0	0	36	0	507
OA	5	17	2	7	0	7	147	3	22	25	3	3	0	3	0	213
PA	22	33	200	124	15	139	423	8	34	43	13	18	0	6	0	896
PC	3	10	2	2	0	2	136	2	3	5	1	3	0	1	0	162
PO	33	27	33	60	12	73	628	11	37	48	34	24	15	8	0	922
RW	22	11	27	23	6	29	1,039	53	91	144	28	111	12	32	0	1,456
S	21	11	37	14	43	57	720	12	58	70	9	20	0	6	0	952
SC	186	47	79	53	26	78	1,903	63	307	370	68	283	6	319	5	3,344
SO	287	135	180	91	47	138	7,511	151	786	936	79	290	0	60	3	9,618
WAPA/PML	2	10	1	74	0	74	114	2	8	10	0	0	0	278	0	489
WT	11	15	16	9	1	10	294	8	28	36	8	15	2	4	0	411
TOTAL	2,825	1,607	2,222	2,864	650	3,514	56,801	1,398	5,597	6,995	1,605	3,260	569	2,208	59	81,664

**WCF BUDGET ESTIMATES - FY 2001 REVISED
FOR FY 2001 CONGRESSIONAL**

Thousands

Org CODE	SUPPLY	MAIL	COPY	PRINTING	GRAPHICS	TOTAL P&G	BLDG OCCUP	PHONES USAGE	PHONES INFRA	TOTAL PHONES	DESKTOP	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	EIS	PROJ ANNUAL ESTIMATE
AB	5	11	15	36	3	39	133	1	9	10	2	7	0	1	0	223
BCA	3	0	1	6	0	6	173	1	7	7	3	1	0	1	0	195
BPA	3	10	0	32	0	32	97	2	12	14	0	0	0	0	0	156
CI	17	23	28	5	4	9	503	16	43	59	49	16	0	11	0	717
CN	11	16	13	6	18	24	607	4	37	41	3	10	0	3	0	729
CR	95	68	95	144	6	150	1,586	30	226	256	57	156	22	56	20	2,559
DP	255	35	105	64	18	82	2,826	104	414	518	59	315	12	478	1	4,686
ED	32	44	23	12	26	38	431	7	43	51	14	25	19	10	4	689
EE	271	169	189	122	65	187	3,592	110	373	483	145	271	45	135	5	5,492
EH	184	55	117	89	18	108	3,239	55	346	401	52	272	73	80	0	4,581
EIA	189	201	153	772	29	801	4,915	160	388	548	7	2	52	98	0	6,967
EM	232	74	248	126	34	160	4,263	136	473	609	191	333	38	579	4	6,731
FE	118	47	94	273	23	296	1,768	54	209	263	140	142	101	247	1	3,215
GC	80	27	36	168	5	173	2,061	22	159	181	39	98	4	43	2	2,743
HG	7	14	15	150	1	151	654	9	35	44	6	31	0	11	1	934
IA	45	17	4	0	8	8	582	17	64	81	2	41	0	16	1	797
IG	38	31	25	36	19	55	1,197	19	153	172	42	84	1	70	3	1,716
IN	17	14	18	4	2	6	931	54	47	101	20	0	0	11	0	1,117
MA	440	353	312	304	181	485	8,238	133	749	882	370	507	142	128	4	11,860
MD	20	11	15	6	2	9	379	9	30	38	12	19	0	8	1	513
NE	34	38	51	20	11	31	781	18	123	142	23	98	17	28	3	1,245
NN	138	35	86	28	25	53	1,993	78	186	264	126	67	8	30	1	2,802
NR	1	0	0	4	0	4	353	49	94	143	0	0	0	50	0	552
OA	5	17	2	7	0	7	260	3	22	25	3	3	0	4	0	327
PA	22	33	200	124	15	139	381	8	34	43	13	18	0	8	0	857
PC	3	10	2	2	0	2	122	2	3	5	1	3	0	2	0	149
PO	33	27	33	60	12	73	566	11	37	48	34	24	15	11	0	864
RW	22	11	27	23	6	29	936	53	91	144	28	111	12	45	0	1,366
S	21	11	37	14	43	57	648	12	58	70	9	20	0	8	0	882
SC	186	47	79	53	26	78	1,936	63	307	370	68	283	6	449	5	3,506
SO	287	135	180	91	47	138	7,254	151	786	936	79	290	0	84	3	9,385
WAPA/PML	2	10	1	74	0	74	103	2	8	10	0	0	0	391	0	591
WT	11	15	16	9	1	10	265	8	28	36	8	15	2	6	0	383
TOTAL	2,825	1,607	2,222	2,864	650	3,514	53,773	1,398	5,597	6,995	1,605	3,260	569	3,100	59	79,528

WCF FY 1999 ACTUAL COSTS

Thousands

TABLE III

Org CODE	SUPPLY	MAIL SERVICES	COPYING	PRINTING & GRAPHICS	BLD OCCUP	PHONES USAGE	PHONES INFRA	TOTAL PHONES	DESKTOP	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCES	EXECUTIVE INFO SERVICE	PROJECTED ANNUAL COSTS
AB	5	11	16	37	145	1	8	9	2	7	0	1	0	233
BCA	3	0	11	6	163	1	5	6	3	2	0	1	0	194
BPA	3	10	0	25	105	2	10	12	0	0	0	0	0	156
CI	17	28	29	10	547	16	39	55	24	16	0	7	0	734
CN	11	16	11	16	494	4	26	31	3	7	0	1	0	590
CR	96	84	112	135	1,561	30	191	220	60	137	25	35	20	2,485
DP	268	33	145	80	2,869	106	375	481	61	302	13	308	2	4,561
ED	32	44	35	35	472	7	37	45	13	27	19	7	3	730
EE	267	170	208	236	3,920	106	318	424	138	256	45	90	5	5,757
EH	194	63	139	123	3,108	58	317	375	54	262	80	62	0	4,461
EIA	196	204	173	767	5,173	160	360	521	10	2	51	65	2	7,163
EM	236	69	246	221	4,194	135	415	551	166	319	38	468	4	6,513
FE	119	53	78	276	1,873	54	187	241	163	130	84	152	1	3,171
FI	22	11	14	10	683	8	37	45	13	31	5	161	0	997
GC	82	28	39	173	2,226	22	138	160	36	94	10	28	2	2,878
HG	7	19	14	184	626	9	33	41	6	33	0	8	1	939
IA	46	25	18	17	800	17	61	78	15	37	4	11	0	1,051
IG	38	36	30	52	1,238	19	129	148	40	78	1	44	2	1,709
IN	17	17	20	4	1,013	54	37	91	19	0	1	6	0	1,189
MA	571	408	459	572	12,823	180	852	1,033	441	637	142	101	6	17,193
MD	18	17	24	17	385	7	25	32	12	18	0	5	1	528
NE	34	30	61	30	849	18	103	122	23	87	9	26	3	1,273
NN	306	91	233	60	5,778	177	605	782	153	126	7	64	2	7,601
NR	1	0	0	4	311	49	82	131	3	0	0	34	0	484
PA	23	37	208	105	419	8	29	38	20	17	0	5	0	871
PC	3	10	2	2	129	2	2	4	1	2	0	1	0	153
PO	33	25	18	45	570	11	44	55	24	26	7	8	0	812
RW	23	12	28	29	1,008	53	78	131	29	108	6	30	0	1,405
S	21	12	50	42	676	12	47	59	10	18	0	5	1	894
SC	191	77	85	95	1,919	63	262	325	83	267	7	69	5	3,123
WAPA/PML	2	10	1	44	112	2	7	9	0	0	0	249	0	428
WT	11	17	16	9	302	8	24	31	7	15	3	4	2	417
TOTAL	2,897	1,664	2,529	3,463	56,491	1,398	4,886	6,284	1,631	3,060	559	2,055	62	80,693

Management and Administration

Working Capital Fund

Program Mission

This budget submission covers the activities of the Office of Management and Administration that are included in the Working Capital Fund (Fund). The Fund is a financial management tool for improving the financing and delivery of a range of common administrative services. Pricing policy and oversight is vested in a Board appointed by the Deputy Secretary. The Board has three standing members plus the heads of 11 customer organizations. Service delivery is assigned to Business Line Service managers; financial responsibility resides in a Fund Manager, and to individual Business Line Fund Managers who are responsible for billing and funds control.

Program Goal

The goal of the Fund is to reduce the Department's costs by promoting economies and efficiencies in the use of administrative services.

Program Objectives

The objectives of the Fund include:

- # Ensure that program mission budgets include a fair allocation of the costs of common administrative services;
- # Improve the efficiency of administrative services by providing managers with the opportunity and responsibility to make choices on the amount, priority, and, where possible, the sources of administrative services used by their programs; and
- # Expand the flexibility of the Department's budget structure to permit service providers to respond to customer needs.

Significant Accomplishments and Program Shifts

- # The Fund received a Hammer Award by Vice President Gore's National Performance Review in recognition of improved administrative services in DOE headquarters, while saving millions of dollars when compared to costs prior to the creation of the Fund.
- # A new billing system was instituted using readily available desktop spreadsheet and database tools to reduce the cost and increase the flexibility of the billing activity.

Customers can now access information about the Fund, including billing and Board minutes, on the Working Capital Fund Home Page.

Table 1 summarizes projected costs by business line and Table 2 summarizes costs by customer organization. These cost estimates represent the best projections currently available, but are subject to change based on customer decision regarding the mix, level, and source of services employed to support mission programs. In some cases, customers may choose to acquire services outside the Fund, and in other cases, customers may make tradeoffs to expand their use of Fund services in order to reduce other costs, including travel or contractual services. Furthermore, customers already appear to have made tradeoffs within the services provided through the Fund, including reduced use of paper and photocopying through increased reliance on electronic communication.

For each business line, actual costs for FY 1999, and cost estimates FY 2000, and FY 2001 are provided for each customer organization in Tables 3 through 14. These estimates are all based on current pricing policies and business structure decisions made by the Board. Following these business line tables, a second series of tables displays each customer's estimated costs for all business lines in each year.

Working Capital Fund Budget by Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 12/6
Table 1: Business Line			
Telephones	6,286	6,995	6,995
Networking	3,061	3,262	3,262
Desktop	1,632	1,605	1,605
Electronic Services	904	894	896
Building Occupancy	55,587	55,907	53,566
Supplies	2,896	2,827	2,827
Photocopying	2,523	2,220	2,220
Mail Services	1,667	1,612	1,612
Printing and Graphics	3,461	3,514	3,514
Contract Closeout	557	569	569
Payroll Processing	2,056	2,208	3,102
Corporate Executive Information System	62	59	59
Total Working Capital Fund	80,692	81,672	80,227

Working Capital Fund Budget by Organization

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 12/6
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Table 2: Program Organization

Office of the Secretary	893	951	872
Board of Contract Appeals	195	183	238
Bonneville Power Administration	155	166	155
Chief Financial Officer	2,485	2,591	2,680
Civilian Radioactive Waste Management	1,404	1,455	1,352
Congressional & Intergovernmental Affairs	733	767	708
Contract Reform and Privatization	154	163	149
Counterintelligence	590	558	726
Defense Programs	4,562	4,637	4,648
Economic Impact and Diversity	732	735	685
Energy Efficiency	5,759	5,849	5,575
Energy Information Administration	7,164	7,279	7,172
Environmental Management	6,512	6,746	6,728
Environment, Safety, and Health	4,460	4,557	4,559
Field Integration	995	0	0
Fissile Materials Disposition	529	552	507
Fossil Energy	3,170	3,296	3,194
General Counsel	2,878	2,958	2,714
Hearings and Appeals	939	898	1,072
Inspector General	1,707	1,812	1,717
Intelligence	1,188	1,217	1,104
International Affairs	1,051	856	857
Management and Administration	17,193	12,591	12,017
Naval Reactors	484	506	551
Nuclear Energy	1,274	1,225	1,427
Nuclear Nonproliferation	7,602	2,991	2,931
Oversight & Performance Assurance		212	325
Policy	811	923	757
Public Affairs	872	897	851
Science	3,123	3,344	3,498
Secretary of Energy Advisory Board	233	238	221
Security & Emergency Operations		9,619	9,268
WAPA/SWPA/SEPA	427	489	590
Worker Transition	417	411	380
Total Working Capital Fund	80,691	81,672	80,228

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Telephones

Description

The telephone business line is the telephone company for DOE Headquarters. It comprises an infrastructure connecting two main headquarters buildings and satellite buildings for internal dialing and commercial basic line service. The infrastructure includes communication networks, installed telephone processing switching equipment, and trained technical personnel. Telephone service includes local, long distance, and international dialing provided through the Headquarters Information Exchange (IX) System; specialized services such as operator-assisted calls (including large audio conference calls), voice mail, three-way calling, call forwarding, automatic ring-back, and custom calling cards; and trained technical personnel to install, repair and operate the system. The cost of telephone instruments, cellular phones, pagers, and other like equipment are not included in the WCF.

Board Pricing Policy

Telephone system costs are allocated to Headquarters offices based upon three categories:

- # Headquarters telephone system infrastructure costs, which are composed of: (a) the cost of the leased telecommunications circuits connecting the Headquarters buildings to the internal telephone system, including the CENTREX telephone line charges for staff located in leased facilities; (b) the cost of leased telecommunications circuits that support local, long distance and international calling; and (c) the cost of the technical staff who operate the Headquarters telephone switches, and install and repair the telephone wiring plant, are allocated among program organizations based on the number of active telephone lines as a per line monthly charge. Since the Fund's inception, program customers have been validating, and reducing, the number of active phone lines.
- # The costs of dedicated communication circuits are be allocated to those organizations requesting installation of such lines.
- # All long distance, local, and international calls are allocated to the originating telephones and thus to programs based on the actual billing information received by the Department.

The changes between years reflect the Board's decision to include an increase in the telephone infrastructure charges to allow recapture of capital costs.

Table 3 provides the estimated telephone charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 3: Telephones

Office of the Secretary	59	70	70
Board of Contract Appeals	6	7	7
Bonneville Power Administration	12	14	14
Chief Financial Officer	220	256	256
Civilian Radioactive Waste Management	131	144	144
Congressional & Intergovernmental Affairs	55	59	59
Contract Reform and Privatization	4	5	5
Counterintelligence	31	41	41
Defense Programs	481	518	518
Economic Impact and Diversity	45	51	51
Energy Efficiency	424	483	483
Energy Information Administration	521	548	548
Environmental Management	551	609	609
Environment, Safety, and Health	375	401	401
Field Integration	45		
Fissile Materials Disposition	32	38	38
Fossil Energy	241	263	263
General Counsel	160	181	181
Hearings and Appeals	41	44	44
Inspector General	148	172	172
Intelligence	91	101	101
International Affairs	78	81	81
Management and Administration	1,033	882	882
Naval Reactors	131	143	143
Nuclear Energy	122	142	142
Nuclear Nonproliferation	782	264	264
Oversight & Performance Assurance		25	25
Policy	55	48	48
Public Affairs	38	43	43
Science	325	370	370
Secretary of Energy Advisory Board	9	10	10
Security & Emergency Operations		936	936
WAPA/SWPA/SEPA	9	10	10
Worker Transition	31	36	36
Total Working Capital Fund	6,286	6,995	6,995

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Networking

Description

Networking provides:

- # Connectivity for DOE Headquarters through Local and Wide Area Networks. This connectivity provides interoperability for 86 organizational Local Area Network (LAN) segments in two main headquarters and associated satellite buildings, and connectivity to the Headquarters mainframe systems. There are approximately 7,793 LAN connections in Headquarters.
- # Access to the Internet and World Wide Web, Electronic mail, and DOECast for information sharing through the LAN backbone infrastructure.
- # Interface services and communications links to field sites, other government agencies, and public/private business partners.

Board Pricing Policy

Networking charges represent infrastructure costs which are composed of: (1) the cost of the leased telecommunications circuits connecting the Headquarters metropolitan area locations (including the Germantown campus) into the network backbone system; (2) the cost of maintaining the common network infrastructure components (routers, switches, bridges, hub-mail routing servers, etc.); and (3) the cost of providing the technical staff who install and repair network connections and monitor/operate the various common network components. These charges will be allocated among program organizations based on the number of active local area network (LAN) connections as a per connection monthly charge. Since the Fund's inception, program customers have been validating the number of active LAN connections.

The increase reflects the Board's decision to include \$200,000 per year to fund a common Internet Service Provider beginning in FY 2000.

Table 4 provides the estimated networking charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
----------------------------	----------------------------------	----------------------------------

Table 4: Networking

Office of the Secretary	18	20	20
Board of Contract Appeals	2	1	1
Bonneville Power Administration	0	0	0
Chief Financial Officer	137	156	156
Civilian Radioactive Waste Management	108	111	111
Congressional & Intergovernmental Affairs	16	16	16
Contract Reform and Privatization	2	3	3
Counterintelligence	7	10	10
Defense Programs	302	315	315
Economic Impact and Diversity	27	25	25
Energy Efficiency	256	271	271
Energy Information Administration	2	2	2
Environmental Management	319	333	333
Environment, Safety, and Health	262	272	272
Field Integration	31		
Fissile Materials Disposition	18	19	19
Fossil Energy	130	142	142
General Counsel	94	98	98
Hearings and Appeals	33	31	31
Inspector General	78	84	84
Intelligence	0	0	0
International Affairs	37	41	41
Management and Administration	637	507	507
Naval Reactors	0	0	0
Nuclear Energy	87	98	98
Nuclear Nonproliferation	126	67	67
Oversight & Performance Assurance		3	3
Policy	26	24	24
Public Affairs	17	18	18
Science	267	283	283
Secretary of Energy Advisory Board	7	7	7
Security & Emergency Operations		290	290
WAPA/SWPA/SEPA	0	0	0
Worker Transition	15	15	15
Total Working Capital Fund	3,061	3,262	3,262

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Desktop Support

Description

Desktop Support contains three components: Workstation Infrastructure, Technology Training, and Maintenance of Desktop Workstations:

Workstation Infrastructure

- < Provides media decontamination service, live test demonstrations of emerging technology, virus investigation and control, tactical hardware and software analysis and evaluations, and disk media recovery services.
- < Provides a centralized “Help Desk” service for ordering hardware repairs, technical support of software products used throughout Headquarters, and reporting of telephone system and Local Area Network (LAN) problems.

Technology Training

- < Develops and delivers technical training courses, including new courses, enhanced courses, and revision of course materials, in the office automation environment to reflect software upgrades and enhancements.
- < Offers technical training and publishes a Departmental Training Information System course catalog and Information Management Technology Training Bulletins of class descriptions and schedules.
- < Offers Local Area Network-Based Computer Based Training .
- < Coordinates and schedules specialized training including individualized instruction and training that may be requested from or for employees with special needs.

Maintenance of Desktop Work Stations

- < Installation, repair, upgrades, disconnections and reconnections to Desktop systems.
- < Loaner equipment when compatible equipment is available from the maintenance shops and customer equipment cannot be repaired within 24 hours.
- < Time & Material services per fee schedule including relocations, repairs to peripherals, repairs to facsimile equipment.
- < Maintenance contracts with third party vendors to service specialized equipment per customer request.
- < Warranty coordination service for repairs covered under vendor warranty. This includes returning equipment for such repair and assuring that the work has been done when the equipments returns from the vendor, and reinstallation of the product for the user after repairs have been completed.

Board Pricing Policy

Certain expenses, such as virus protection, adaptive workstation support, and half of the Help Desk (Software HOTLINE) costs, are infrastructure and allocated among programs by the number of workstations.

Training services are charged on a user fee basis.

Customers have the choice of three options for maintenance of desktop workstations:

- S Annual Subscription: Maintenance fee per workstation for microcomputer workstation repair or portable notebook computer, with or without docking station, to include (a) onsite repair; (b) loaner equipment, when available, for equipment that will be out of service for more than 24 hours; and (c) installation of compatible upgrade components.
- S Warranty Service: Warranty maintenance administration is offered and covers performance of all vendor required diagnostics, picking up, packaging, shipping, tracking and ensuring return of hardware shipped off-site for warranty maintenance, as well as installation upon return.
- S Time and Materials: Devices as well as desktop units not elected to be covered under Desktop Services subscription, may be covered under a pay as you use Time and Material contract, based on an hourly labor rate.

Finally, the remaining half of Help Desk (Hardware HOTLINE) costs referenced in the first bullet completes this second component.

Table 5 provides the estimated desktop charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev11/18	FY 2001 Estimate Rev 11/18
----------------------------	---------------------------------	----------------------------------

Table 5: Desktop

Office of the Secretary	10	9	9
Board of Contract Appeals	3	3	3
Bonneville Power Administration	0	0	0
Chief Financial Officer	60	57	57
Civilian Radioactive Waste Management	29	28	28
Congressional & Intergovernmental Affairs	24	49	49
Contract Reform and Privatization	1	1	1
Counterintelligence	3	3	3
Defense Programs	61	59	59
Economic Impact and Diversity	13	14	14
Energy Efficiency	138	145	145
Energy Information Administration	10	7	7
Environmental Management	166	191	191
Environment, Safety, and Health	54	52	52
Field Integration	13		
Fissile Materials Disposition	12	12	12
Fossil Energy	163	140	140
General Counsel	36	39	39
Hearings and Appeals	6	6	6
Inspector General	40	42	42
Intelligence	19	20	20
International Affairs	15	2	2
Management and Administration	441	370	370
Naval Reactors	3	0	0
Nuclear Energy	23	23	23
Nuclear Nonproliferation	153	126	126
Oversight & Performance Assurance		3	3
Policy	24	34	34
Public Affairs	20	13	13
Science	83	68	68
Secretary of Energy Advisory Board	2	2	2
Security & Emergency Operations		79	79
WAPA/SWPA/SEPA	0	0	0
Worker Transition	7	8	8
Total Working Capital Fund	1,632	1,605	1,605

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Electronic Services

Description

Pending a change in policy, the Electronic Services includes repair and maintenance of Headquarters radio communications and electronic equipment.

Board Pricing Policy

In FY 1997 and FY 1998, electronic services costs were included in the Building Occupancy business line as indirect cost allocated in proportion to direct costs. Beginning in FY 1999 we have broken out Electronic Services as a separate business, but have used the prior methodology, proration by direct Building Occupancy costs, as the allocation method.

Table 6 provides the estimated electronic services charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 6: Electronic Services

Office of the Secretary	11	11	10
Board of Contract Appeals	3	3	4
Bonneville Power Administration	2	2	2
Chief Financial Officer	25	25	28
Civilian Radioactive Waste Management	16	16	15
Congressional & Intergovernmental Affairs	9	9	8
Contract Reform and Privatization	1	2	2
Counterintelligence	8	7	10
Defense Programs	44	46	46
Economic Impact and Diversity	8	8	7
Energy Efficiency	63	63	60
Energy Information Administration	83	83	84
Environmental Management	67	70	70
Environment, Safety, and Health	50	51	53
Field Integration	11		
Fissile Materials Disposition	6	7	6
Fossil Energy	30	30	29
General Counsel	36	36	33
Hearings and Appeals	10	10	13
Inspector General	19	21	20
Intelligence	16	16	15
International Affairs	6	10	11
Management and Administration	205	141	138
Naval Reactors	5	5	6
Nuclear Energy	14	12	16
Nuclear Nonproliferation	93	34	35
Oversight & Performance Assurance		2	4
Policy	16	10	8
Public Affairs	7	7	6
Science	31	30	32
Secretary of Energy Advisory Board	2	2	2
Security & Emergency Operations		118	117
WAPA/SWPA/SEPA	2	2	2
Worker Transition	5	5	4
Total Working Capital Fund	904	894	896

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Building Occupancy

Description

The core services in the Building Occupancy Business Line include space, utilities such as heat and electricity, cleaning services, snow removal, maintenance, pest control, trash removal, and waste recycling. Engineering and facilities services provided are drafting, construction, engineering, lock repair and key management, safety and occupational health, and conference support.

Board Pricing Policy

There are three components to the Board policy:

- # On a building-by-building basis, direct rental value of the space assigned to each organization is calculated, based on the actual rent charged to the Department by the General Services Administration. Customer rent costs are based on areas expected to be assigned to each organization on October 1 of the Fiscal Year.
- # Then the common use space costs in each building are divided among the tenants of that building based on their proportional shares of direct rent costs.
- # Certain additional costs, such as common area alterations and health and life safety programs, are allocated as a prorata addition to the building-by-building charges described above.

Building Occupancy estimates have changed substantially because of revisions in General Services Administration (GSA) rental rates and space classifications.

Table 7 provides the estimated building occupancy charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
----------------------------	----------------------------------	----------------------------------

Table 7: Building Occupancy

Office of the Secretary	665	709	628
Board of Contract Appeals	160	158	212
Bonneville Power Administration	103	105	94
Chief Financial Officer	1,536	1,607	1,677
Civilian Radioactive Waste Management	992	1,023	908
Congressional & Intergovernmental Affairs	538	549	488
Contract Reform and Privatization	128	134	119
Counterintelligence	486	431	595
Defense Programs	2,825	2,869	2,742
Economic Impact and Diversity	464	470	418
Energy Efficiency	3,857	3,925	3,615
Energy Information Administration	5,090	5,173	5,037
Environmental Management	4,127	4,372	4,187
Environment, Safety, and Health	3,058	3,187	3,164
Field Integration	672		
Fissile Materials Disposition	379	414	368
Fossil Energy	1,843	1,888	1,716
General Counsel	2,190	2,252	1,998
Hearings and Appeals	616	611	779
Inspector General	1,219	1,290	1,176
Intelligence	997	1,017	902
International Affairs	794	636	631
Management and Administration	12,618	8,864	8,256
Naval Reactors	306	317	347
Nuclear Energy	835	756	946
Nuclear Nonproliferation	5,685	2,158	2,088
Oversight & Performance Assurance		145	255
Policy	554	618	451
Public Affairs	412	416	369
Science	1,888	1,873	1,895
Secretary of Energy Advisory Board	143	146	129
Security & Emergency Operations		7,393	7,019
WAPA/SWPA/SEPA	110	112	100
Worker Transition	297	289	257
Total Working Capital Fund	55,587	55,907	53,566

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Supplies

Description

This business operates two main and three satellite self service stores which carry a wide variety of consumable office products. At customers' request, we also acquire speciality items that are not stocked in the stores. Products carried are based on review of equipment in the agency inventory, customer input resulting from Office Products shows and suggestions from walk-in customers.

Board Pricing Policy

Each organization pays for supplies purchased by its employees. The price charged includes the cost of the items and the distributed cost of operating the stores; that is the cost of the contract staff, and warehouse storage and distribution of supplies.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 8: Supplies

Office of the Secretary	21	21	21
Board of Contract Appeals	3	3	3
Bonneville Power Administration	3	3	3
Chief Financial Officer	96	95	95
Civilian Radioactive Waste Management	23	22	22
Congressional & Intergovernmental Affairs	17	17	17
Contract Reform and Privatization	3	3	3
Counterintelligence	11	11	11
Defense Programs	268	255	255
Economic Impact and Diversity	32	32	32
Energy Efficiency	267	271	271
Energy Information Administration	196	189	189
Environmental Management	236	232	232
Environment, Safety, and Health	194	184	184
Field Integration	22		
Fissile Materials Disposition	18	20	20
Fossil Energy	119	118	118
General Counsel	82	80	80
Hearings and Appeals	7	7	7
Inspector General	38	38	38
Intelligence	17	17	17
International Affairs	46	45	45
Management and Administration	571	440	440
Naval Reactors	1	1	1
Nuclear Energy	34	34	34
Nuclear Nonproliferation	306	138	138
Oversight & Performance Assurance		5	5
Policy	33	33	33
Public Affairs	23	22	22
Science	191	186	186
Secretary of Energy Advisory Board	5	5	5
Security & Emergency Operations		287	287
WAPA/SWPA/SEPA	2	2	2
Worker Transition	11	11	11
Total Working Capital Fund	2,896	2,827	2,827

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Photocopying

Description

Provision of

- # staffed photocopy centers at Forrestal, Germantown and L'Enfant Plaza capable of reproducing 25,000 impressions per document. Products available at these centers are: Black and white photocopies up to 11x17, multiple color copies up to 11x17, colored and white recycled stock, tape binding, velobinding (self service), comb (spiral) binding, 3 ring binding, 3-hole punching, tab creation and insertion, optical scanning of paper photocopy documents, document storage on tape and CD-rom, digital printing system, transparencies for vu-graphs.
- # Centralized (Walk-up) Photocopy Rooms.
- # Dedicated (Customer-Assigned) Photocopiers including needs assessment analysis to determine workload and most appropriate equipment.

Board Pricing Policy

Each office pays the full cost to maintain and supply its assigned dedicated photocopiers. For walk-up and staffed photocopiers, a cost per photocopy is calculated and programs are charged based on the number of photocopies made by program staff.

The changes between years reflect a reduction in the unit price at staffed and central photocopy centers.

Table 9 provides the estimated photocopy charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 9: Photocopying

Office of the Secretary	50	37	37
Board of Contract Appeals	11	1	1
Bonneville Power Administration	0	0	0
Chief Financial Officer	112	95	95
Civilian Radioactive Waste Management	28	27	27
Congressional & Intergovernmental Affairs	29	28	28
Contract Reform and Privatization	2	2	2
Counterintelligence	11	13	13
Defense Programs	145	105	105
Economic Impact and Diversity	35	23	23
Energy Efficiency	208	189	189
Energy Information Administration	173	153	153
Environmental Management	246	248	248
Environment, Safety, and Health	139	117	117
Field Integration	14		
Fissile Materials Disposition	24	15	15
Fossil Energy	78	94	94
General Counsel	39	36	36
Hearings and Appeals	14	15	15
Inspector General	30	25	25
Intelligence	20	18	18
International Affairs	18	4	4
Management and Administration	459	312	312
Naval Reactors	0	0	0
Nuclear Energy	61	51	51
Nuclear Nonproliferation	233	86	86
Oversight & Performance Assurance		2	2
Policy	18	33	33
Public Affairs	208	200	200
Science	85	79	79
Secretary of Energy Advisory Board	16	15	15
Security & Emergency Operations		180	180
WAPA/SWPA/SEPA	1	1	1
Worker Transition	16	16	16
Total Working Capital Fund	2,523	2,220	2,220

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Mail Services

Description

The DOE Mail Center provides a variety of mail services for all official and other authorized mail for the Department of Energy and its employees. The services provided include the processing of all incoming postal mail, outgoing official mail, internal mail processing, accountable mail processing, pouch mail, a variety of overnight express mail services, directory services, and pick-up and delivery services.

Board Pricing Policy

Mail service pricing has three components: Offices pay the actual dollar meter value for outgoing United States Postal Service mail; the actual cost for Federal Express or other special mail; and pay for internal mail distribution based on the number of mail stops.

For FY 2000 and FY 2001, the Fund continues the price reductions instituted in FY 1999 by not charging for common mail stops and pouch delivery service.

Table 10 provides the estimated mail services charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
----------------------------	----------------------------------	----------------------------------

Table 10: Mail Services

Office of the Secretary	12	11	11
Board of Contract Appeals	0	0	0
Bonneville Power Administration	10	10	10
Chief Financial Officer	84	68	68
Civilian Radioactive Waste Management	12	11	11
Congressional & Intergovernmental Affairs	28	23	23
Contract Reform and Privatization	10	10	10
Counterintelligence	16	16	16
Defense Programs	33	35	35
Economic Impact and Diversity	44	44	44
Energy Efficiency	170	169	169
Energy Information Administration	204	201	201
Environmental Management	69	74	74
Environment, Safety, and Health	63	55	55
Field Integration	11		
Fissile Materials Disposition	17	11	11
Fossil Energy	53	47	47
General Counsel	28	27	27
Hearings and Appeals	19	14	14
Inspector General	36	31	31
Intelligence	17	14	14
International Affairs	25	17	17
Management and Administration	408	353	353
Naval Reactors	0	0	0
Nuclear Energy	30	38	38
Nuclear Nonproliferation	91	35	35
Oversight & Performance Assurance		17	17
Policy	25	27	27
Public Affairs	37	33	33
Science	77	47	47
Secretary of Energy Advisory Board	11	11	11
Security & Emergency Operations		135	135
WAPA/SWPA/SEPA	10	10	10
Worker Transition	17	15	15
Total Working Capital Fund	1,667	1,609	1,609

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Printing and Graphics

Description

The printing and graphics business line provides procurement and liaison with commercial printers through the Government Printing Office. It also provides design and development of pre-press graphics, electronic forms and exhibits, and court reporting services. Contractor staff distribute in-house-produced materials as well as materials produced by other government agencies. This business line also provides professional photography, lab technicians, portrait studio operations, and graphics visual aids and presentation materials. Centralized visual archives are provided by through a staffed repository of general interest photos.

Board Pricing Policy

Organizations pay for direct printing costs and Federal Register costs. Additionally for graphics services, programs pay maintenance and depreciation costs on graphics equipment as a percentage allocation of costs incurred in the previous fiscal year.

Table 11 provides the estimated printing and graphics charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 11: Printing And Graphics

Office of the Secretary	42	57	57
Board of Contract Appeals	6	6	6
Bonneville Power Administration	25	32	32
Chief Financial Officer	135	150	150
Civilian Radioactive Waste Management	29	29	29
Congressional & Intergovernmental Affairs	10	9	9
Contract Reform and Privatization	2	2	2
Counterintelligence	16	24	24
Defense Programs	80	82	82
Economic Impact and Diversity	35	38	38
Energy Efficiency	236	187	187
Energy Information Administration	767	801	801
Environmental Management	221	160	160
Environment, Safety, and Health	123	108	108
Field Integration	10		
Fissile Materials Disposition	17	9	9
Fossil Energy	276	296	296
General Counsel	173	173	173
Hearings and Appeals	184	151	151
Inspector General	52	55	55
Intelligence	4	6	6
International Affairs	17	8	8
Management and Administration	572	485	485
Naval Reactors	4	4	4
Nuclear Energy	30	31	31
Nuclear Nonproliferation	60	53	53
Oversight & Performance Assurance		7	7
Policy	45	73	73
Public Affairs	105	139	139
Science	95	78	78
Secretary of Energy Advisory Board	37	39	39
Security & Emergency Operations		138	138
WAPA/SWPA/SEPA	44	74	74
Worker Transition	9	10	10
Total Working Capital Fund	3,461	3,514	3,514

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Contract Closeout

Description

The contract closeout business line is the final stage in contract administration support for DOE Headquarters elements. Services include ensuring that all contracted products and services have been delivered and that costs incurred by the contractor are allowable and justified. Then, any remaining unexpended funds obligated under the contract are released.

Board Pricing Policy

Each Headquarters element pays for actual closeout cost, determined by the unit price of each contract instrument type and negotiated level of service.

Table 12 provides the estimated contract closeout charges for each organization in Headquarters.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 12: Contract Closeout

Office of the Secretary			
Board of Contract Appeals			
Bonneville Power Administration			
Chief Financial Officer	25	22	22
Civilian Radioactive Waste Management	6	12	12
Congressional & Intergovernmental Affairs	0	0	0
Contract Reform and Privatization			
Counterintelligence			
Defense Programs	13	12	12
Economic Impact and Diversity	19	19	19
Energy Efficiency	45	45	45
Energy Information Administration	51	52	52
Environmental Management	38	38	38
Environment, Safety, and Health	80	73	73
Field Integration	5		
Fissile Materials Disposition			
Fossil Energy	84	101	101
General Counsel	10	4	4
Hearings and Appeals			
Inspector General	1	1	1
Intelligence	1		
International Affairs	4		
Management and Administration	142	142	142
Naval Reactors			
Nuclear Energy	9	17	17
Nuclear Nonproliferation	7	8	8
Oversight & Performance Assurance			
Policy	7	15	15
Public Affairs			
Science	7	6	6
Secretary of Energy Advisory Board			
Security & Emergency Operations			
WAPA/SWPA/SEPA			
Worker Transition	3	2	2
Total Working Capital Fund	557	569	569

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Payroll Processing Costs

Description

Payroll Processing prepares civilian payrolls based on authenticated documentation. Computes, deposits, and reports Federal, State, and local income taxes. Maintains employee records related to Civil Service and Federal Employees Retirement Systems, reports retirement information to the Office of Personnel Management, and performs reconciliation of account balances with Office of Personnel Management and Treasury. Accounts and reports employee's health benefit coverage, thrift savings plans, and unemployment compensation, among other non salary employee payments. Maintains donated leave subsystem. Maintains and operates the Department's system of allocating payroll costs to the proper appropriation.

Note: Personnel Services: All personnel services will continue to be carried out by Federal employees and therefore do not fall under the Working Capital Fund payroll processing business line. Detailed employee information and Office of Personnel Management regulations are critical inputs to payroll processing.

Board Pricing Policy

Costs for this business are allocated by distributing total costs to each program on the basis of their employment levels at the end of the previous fiscal year. For estimating purposes, the business is using employment targets developed during the budget cycle.

Table 13 provides the estimated distribution of costs by program customer.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 13: Payroll Processing

Office of the Secretary	5	6	8
Board of Contract Appeals	1	1	1
Bonneville Power Administration	0	0	0
Chief Financial Officer	35	40	56
Civilian Radioactive Waste Management	30	32	45
Congressional & Intergovernmental Affairs	7	8	11
Contract Reform and Privatization	1	1	2
Counterintelligence	1	2	3
Defense Programs	308	340	478
Economic Impact and Diversity	7	7	10
Energy Efficiency	90	96	135
Energy Information Administration	65	70	98
Environmental Management	468	412	579
Environment, Safety, and Health	62	57	80
Field Integration	161		
Fissile Materials Disposition	5	6	8
Fossil Energy	152	176	247
General Counsel	28	30	43
Hearings and Appeals	8	8	11
Inspector General	44	50	70
Intelligence	6	8	11
International Affairs	11	11	16
Management and Administration	101	91	128
Naval Reactors	34	36	50
Nuclear Energy	26	20	28
Nuclear Nonproliferation	64	21	30
Oversight & Performance Assurance		3	4
Policy	8	8	11
Public Affairs	5	6	8
Science	69	319	449
Secretary of Energy Advisory Board	1	1	1
Security & Emergency Operations		60	84
WAPA/SWPA/SEPA	249	278	391
Worker Transition	4	4	6
Total Working Capital Fund	2,056	2,208	3,102

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Corporate Executive Information System

Description

The Corporate Executive Information System (EIS) provides Departmental executives and senior managers immediate access to business information at their desktops. The Corporate EIS supports summary level analyses for management business decisions and provides information for external summary level reporting and inquiries. Currently, the Corporate EIS provides information on eight functional business areas by integrating data from six Departmental source systems. Plans provide for the functional business areas to be expanded to incorporate additional business information (both financial and programmatic) as Departmental manager identify their business information requirements. Business information and source systems providing information to the EIS will be expanded to provide for the new information requirements.

Board Pricing Policy

There are three components to the policy:

- # On a per user basis, each organization will be charged for annual operational costs of the system. These costs will include software maintenance, operations and maintenance, and hardware upgrades. The operating costs will be distributed to the budgeted user base to derive annual per user costs.
- # Each organization will be responsible for payment of user costs and such costs will be paid to the WCF account.
- # An agreement between the WCF Business line Fund Manager, the WCF Business Line Service Manager, and Departmental organizations will be prepared and approved by all parties participating as managers and customers of the WCF account.

Table 14 provides the estimated distribution of costs by program customer.

Working Capital Fund Budget by Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 14: Corporate Executive Information System

Office of the Secretary	1		
Board of Contract Appeals			
Bonneville Power Administration			
Chief Financial Officer	20	20	20
Civilian Radioactive Waste Management			
Congressional & Intergovernmental Affairs			
Contract Reform and Privatization			
Counterintelligence			
Defense Programs	2	1	1
Economic Impact and Diversity	3	4	4
Energy Efficiency	5	5	5
Energy Information Administration	2		
Environmental Management	4	4	4
Environment, Safety, and Health			
Field Integration			
Fissile Materials Disposition	1	1	1
Fossil Energy	1	1	1
General Counsel	2	2	2
Hearings and Appeals	1	1	1
Inspector General	2	3	3
Intelligence			
International Affairs		1	1
Management and Administration	6	4	4
Naval Reactors			
Nuclear Energy	3	3	3
Nuclear Nonproliferation	2	1	1
Oversight & Performance Assurance			
Policy			
Public Affairs			
Science	5	5	5
Secretary of Energy Advisory Board			
Security & Emergency Operations		3	3
WAPA/SWPA/SEPA			
Worker Transition	2		
Total Working Capital Fund	62	59	59

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Estimates by Customer

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 1: Office of the Secretary

Telephones	59	70	70
Networking	18	20	20
Desktop	10	9	9
Electronic Services	11	11	10
Building Occupancy	665	709	628
Supplies	21	21	21
Photocopying	50	37	37
Mail Services	12	11	11
Printing and Graphics	42	57	57
Contract Closeout	0	0	0
Payroll Processing	5	6	8
Corporate Executive Information System	0	0	1
Total Working Capital Fund	893	951	872

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev11/18	FY 2001 Estimate Rev 11/18
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Table 2: Board Of Contract Appeals

Telephones	6	7	7
Networking	2	1	1
Desktop	3	3	3
Electronic Services	3	3	4
Building Occupancy	160	158	212
Supplies	3	3	3
Photocopying	11	1	1
Mail Services	0	0	0
Printing and Graphics	6	6	6
Contract Closeout	0	0	0
Payroll Processing	1	1	1
Corporate Executive Information System	0	0	0
Total Working Capital Fund	195	183	238

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 3: Bonneville Power Administration

Telephones	12	14	14
Networking	0	0	0
Desktop	0	0	0
Electronic Services	2	2	2
Building Occupancy	103	105	94
Supplies	3	3	3
Photocopying	0	0	0
Mail Services	10	10	10
Printing and Graphics	25	32	32
Contract Closeout	0	0	0
Payroll Processing	0	0	0
Corporate Executive Information System	0	0	0
Total Working Capital Fund	155	166	155

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 4: Chief Financial Officer

Telephones	220	256	256
Networking	137	156	156
Desktop	60	57	57
Electronic Services	25	25	28
Building Occupancy	1,536	1,607	1,677
Supplies	96	95	95
Photocopying	112	95	95
Mail Services	84	68	68
Printing and Graphics	135	150	150
Contract Closeout	25	22	22
Payroll Processing	35	40	56
Corporate Executive Information System	20	20	20
Total Working Capital Fund	2,485	2,591	2,680

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 5: Civilian Radioactive Waste			
Telephones	131	144	144
Networking	108	111	111
Desktop	29	28	28
Electronic Services	16	16	15
Building Occupancy	992	1,023	908
Supplies	23	22	22
Photocopying	28	27	27
Mail Services	12	11	11
Printing and Graphics	29	29	29
Contract Closeout	6	12	12
Payroll Processing	30	32	45
Corporate Executive Information System	0	0	0
Total Working Capital Fund	1,404	1,455	1,352

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 6: Congressional And Intergovernmental Affairs			
Telephones	55	59	59
Networking	16	16	16
Desktop	24	49	49
Electronic Services	9	9	8
Building Occupancy	538	549	488
Supplies	17	17	17
Photocopying	29	28	28
Mail Services	28	23	23
Printing and Graphics	10	9	9
Contract Closeout	0	0	0
Payroll Processing	7	8	11
Corporate Executive Information System	0	0	0
Total Working Capital Fund	733	767	708

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 7: Contract Reform & Privatization

Telephones	4	5	5
Networking	2	3	3
Desktop	1	1	1
Electronic Services	1	2	2
Building Occupancy	128	134	119
Supplies	3	3	3
Photocopying	2	2	2
Mail Services	10	10	10
Printing and Graphics	2	2	2
Contract Closeout	0	0	0
Payroll Processing	1	1	2
Corporate Executive Information System	0	0	0
Total Working Capital Fund	154	163	149

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 8: Counterintelligence

Telephones	31	41	41
Networking	7	10	10
Desktop	3	3	3
Electronic Services	8	7	10
Building Occupancy	486	431	595
Supplies	11	11	11
Photocopying	11	13	13
Mail Services	16	16	16
Printing and Graphics	16	24	24
Contract Closeout	0	0	0
Payroll Processing	1	2	3
Corporate Executive Information System	0	0	0
Total Working Capital Fund	590	558	726

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 9: Defense Programs			
Telephones	481	518	518
Networking	302	315	315
Desktop	61	59	59
Electronic Services	44	46	46
Building Occupancy	2,825	2,869	2,742
Supplies	268	255	255
Photocopying	145	105	105
Mail Services	33	35	35
Printing and Graphics	80	82	82
Contract Closeout	13	12	12
Payroll Processing	308	340	478
Corporate Executive Information System	2	1	1
Total Working Capital Fund	4,562	4,637	4,648

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 10: Economic Impact and Diversity			
Telephones	45	51	51
Networking	27	25	25
Desktop	13	14	14
Electronic Services	8	8	7
Building Occupancy	464	470	418
Supplies	32	32	32
Photocopying	35	23	23
Mail Services	44	44	44
Printing and Graphics	35	38	38
Contract Closeout	19	19	19
Payroll Processing	7	7	10
Corporate Executive Information System	3	4	4
Total Working Capital Fund	732	735	685

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 11: Energy Efficiency			
Telephones	424	483	483
Networking	256	271	271
Desktop	138	145	145
Electronic Services	63	63	60
Building Occupancy	3,857	3,925	3,615
Supplies	267	271	271
Photocopying	208	189	189
Mail Services	170	169	169
Printing and Graphics	236	187	187
Contract Closeout	45	45	45
Payroll Processing	90	96	135
Corporate Executive Information System	5	5	5
Total Working Capital Fund	5,759	5,849	5,575

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 12: Energy Information Administration			
Telephones	521	548	548
Networking	2	2	2
Desktop	10	7	7
Electronic Services	83	83	84
Building Occupancy	5,090	5,173	5,037
Supplies	196	189	189
Photocopying	173	153	153
Mail Services	204	201	201
Printing and Graphics	767	801	801
Contract Closeout	51	52	52
Payroll Processing	65	70	98
Corporate Executive Information System	2	0	0
Total Working Capital Fund	7,164	7,279	7,172

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 13: Environmental Management

Telephones	551	609	609
Networking	319	333	333
Desktop	166	191	191
Electronic Services	67	70	70
Building Occupancy	4,127	4,372	4,187
Supplies	236	232	232
Photocopying	246	248	248
Mail Services	69	77	77
Printing and Graphics	221	160	160
Contract Closeout	38	38	38
Payroll Processing	468	412	579
Corporate Executive Information System	4	4	4
Total Working Capital Fund	6,512	6,746	6,728

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 14: Environment, Safety, and Health

Telephones	375	401	401
Networking	262	272	272
Desktop	54	52	52
Electronic Services	50	51	53
Building Occupancy	3,058	3,187	3,164
Supplies	194	184	184
Photocopying	139	117	117
Mail Services	63	55	55
Printing and Graphics	123	108	108
Contract Closeout	80	73	73
Payroll Processing	62	57	80
Corporate Executive Information System	0	0	0
Total Working Capital Fund	4,460	4,557	4,559

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 15: Field Integration

Telephones	45		
Networking	31		
Desktop	13		
Electronic Services	11		
Building Occupancy	672		
Supplies	22		
Photocopying	14		
Mail Services	11		
Printing and Graphics	10		
Contract Closeout	5		
Payroll Processing	161		
Corporate Executive Information System	0		
Total Working Capital Fund	995	0	0

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 16: Fissile Materials

Telephones	32	38	38
Networking	18	19	19
Desktop	12	12	12
Electronic Services	6	7	6
Building Occupancy	379	414	368
Supplies	18	20	20
Photocopying	24	15	15
Mail Services	17	11	11
Printing and Graphics	17	9	9
Contract Closeout	0	0	0
Payroll Processing	5	6	8
Corporate Executive Information System	1	1	1
Total Working Capital Fund	529	552	507

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 17: Fossil Energy			
Telephones	241	263	263
Networking	130	142	142
Desktop	163	140	140
Electronic Services	30	30	29
Building Occupancy	1,843	1,888	1,716
Supplies	119	118	118
Photocopying	78	94	94
Mail Services	53	47	47
Printing and Graphics	276	296	296
Contract Closeout	84	101	101
Payroll Processing	152	176	247
Corporate Executive Information System	1	1	1
Total Working Capital Fund	3,170	3,296	3,194

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 18: General Counsel			
Telephones	160	181	181
Networking	94	98	98
Desktop	36	39	39
Electronic Services	36	36	33
Building Occupancy	2,190	2,252	1,998
Supplies	82	80	80
Photocopying	39	36	36
Mail Services	28	27	27
Printing and Graphics	173	173	173
Contract Closeout	10	4	4
Payroll Processing	28	30	43
Corporate Executive Information System	2	2	2
Total Working Capital Fund	2,878	2,958	2,714

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 19: Hearings and Appeals			
Telephones	41	44	44
Networking	33	31	31
Desktop	6	6	6
Electronic Services	10	10	13
Building Occupancy	616	611	779
Supplies	7	7	7
Photocopying	14	15	15
Mail Services	19	14	14
Printing and Graphics	184	151	151
Contract Closeout	0	0	0
Payroll Processing	8	8	11
Corporate Executive Information System	1	1	1
Total Working Capital Fund	939	898	1,072

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 20: Inspector General			
Telephones	148	172	172
Networking	78	84	84
Desktop	40	42	42
Electronic Services	19	21	20
Building Occupancy	1,219	1,290	1,176
Supplies	38	38	38
Photocopying	30	25	25
Mail Services	36	31	31
Printing and Graphics	52	55	55
Contract Closeout	1	1	1
Payroll Processing	44	50	70
Corporate Executive Information System	2	3	3
Total Working Capital Fund	1,707	1,812	1,717

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 21: Intelligence			
Telephones	91	101	101
Networking	0	0	0
Desktop	19	20	20
Electronic Services	16	16	15
Building Occupancy	997	1,017	902
Supplies	17	17	17
Photocopying	20	18	18
Mail Services	17	14	14
Printing and Graphics	4	6	6
Contract Closeout	1	0	0
Payroll Processing	6	8	11
Corporate Executive Information System	0	0	0
Total Working Capital Fund	1,188	1,217	1,104

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 22: International Affairs			
Telephones	78	81	81
Networking	37	41	41
Desktop	15	2	2
Electronic Services	6	10	11
Building Occupancy	794	636	631
Supplies	46	45	45
Photocopying	18	4	4
Mail Services	25	17	17
Printing and Graphics	17	8	8
Contract Closeout	4	0	0
Payroll Processing	11	11	16
Corporate Executive Information System	0	1	1
Total Working Capital Fund	1,051	856	857

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 23: Management and Administration

Telephones	1,033	882	882
Networking	637	507	507
Desktop	441	370	370
Electronic Services	205	141	138
Building Occupancy	12,618	8,864	8,256
Supplies	571	440	440
Photocopying	459	312	312
Mail Services	408	353	353
Printing and Graphics	572	485	485
Contract Closeout	142	142	142
Payroll Processing	101	91	128
Corporate Executive Information System	6	4	4
Total Working Capital Fund	17,193	12,591	12,017

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 24: Naval Reactors

Telephones	131	143	143
Networking	0	0	0
Desktop	3	0	0
Electronic Services	5	5	6
Building Occupancy	306	317	347
Supplies	1	1	1
Photocopying	0	0	0
Mail Services	0	0	0
Printing and Graphics	4	4	4
Contract Closeout	0	0	0
Payroll Processing	34	36	50
Corporate Executive Information System	0	0	0
Total Working Capital Fund	484	506	551

Departmental Administration/

Working Capital Fund

FY 2001 Congressional Request

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 25: Nuclear Energy			
Telephones	122	142	142
Networking	87	98	98
Desktop	23	23	23
Electronic Services	14	12	16
Building Occupancy	835	756	946
Supplies	34	34	34
Photocopying	61	51	51
Mail Services	30	38	38
Printing and Graphics	30	31	31
Contract Closeout	9	17	17
Payroll Processing	26	20	28
Corporate Executive Information System	3	3	3
Total Working Capital Fund	1,274	1,225	1,427

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 26: Nuclear Nonproliferation			
Telephones	782	264	264
Networking	126	67	67
Desktop	153	126	126
Electronic Services	93	34	35
Building Occupancy	5,685	2,158	2,088
Supplies	306	138	138
Photocopying	233	86	86
Mail Services	91	35	35
Printing and Graphics	60	53	53
Contract Closeout	7	8	8
Payroll Processing	64	21	30
Corporate Executive Information System	2	1	1
Total Working Capital Fund	7,602	2,991	2,931

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Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 27: Oversight & Performance

Telephones	25	25
Networking	3	3
Desktop	3	3
Electronic Services	2	4
Building Occupancy	145	255
Supplies	5	5
Photocopying	2	2
Mail Services	17	17
Printing and Graphics	7	7
Contract Closeout	0	0
Payroll Processing	3	4
Corporate Executive Information System	0	0
Total Working Capital Fund	0	325

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
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Table 28: Policy

Telephones	55	48	48
Networking	26	24	24
Desktop	24	34	34
Electronic Services	16	10	8
Building Occupancy	554	618	451
Supplies	33	33	33
Photocopying	18	33	33
Mail Services	25	27	27
Printing and Graphics	45	73	73
Contract Closeout	7	15	15
Payroll Processing	8	8	11
Corporate Executive Information System	0	0	0
Total Working Capital Fund	811	923	757

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 29: Public Affairs			
Telephones	38	43	43
Networking	17	18	18
Desktop	20	13	13
Electronic Services	7	7	6
Building Occupancy	412	416	369
Supplies	23	22	22
Photocopying	208	200	200
Mail Services	37	33	33
Printing and Graphics	105	139	139
Contract Closeout	0	0	0
Payroll Processing	5	6	8
Corporate Executive Information System	0	0	0
Total Working Capital Fund	872	897	851

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 30: Science			
Telephones	325	370	370
Networking	267	283	283
Desktop	83	68	68
Electronic Services	31	30	32
Building Occupancy	1,888	1,873	1,895
Supplies	191	186	186
Photocopying	85	79	79
Mail Services	77	47	47
Printing and Graphics	95	78	78
Contract Closeout	7	6	6
Payroll Processing	69	319	449
Corporate Executive Information System	5	5	5
Total Working Capital Fund	3,123	3,344	3,498

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Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 31: Secretary of Energy Advisory Board			
Telephones	9	10	10
Networking	7	7	7
Desktop	2	2	2
Electronic Services	2	2	2
Building Occupancy	143	146	129
Supplies	5	5	5
Photocopying	16	15	15
Mail Services	11	11	11
Printing and Graphics	37	39	39
Contract Closeout	0	0	0
Payroll Processing	1	1	1
Corporate Executive Information System	0	0	0
Total Working Capital Fund	233	238	221

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 32 Security & Emergency Operations			
Telephones		936	936
Networking		290	290
Desktop		79	79
Electronic Services		118	117
Building Occupancy		7,393	7,019
Supplies		287	287
Photocopying		180	180
Mail Services		135	135
Printing and Graphics		138	138
Contract Closeout		0	0
Payroll Processing		60	84
Corporate Executive Information System		3	3
Total Working Capital Fund	0	9,619	9,268

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Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 33: WAPA/SWAPA/SEPA			
Telephones	9	10	10
Networking	0	0	0
Desktop	0	0	0
Electronic Services	2	2	2
Building Occupancy	110	112	100
Supplies	2	2	2
Photocopying	1	1	1
Mail Services	10	10	10
Printing and Graphics	44	74	74
Contract Closeout	0	0	0
Payroll Processing	249	278	391
Corporate Executive Information System	0	0	0
Total Working Capital Fund	427	489	590

Working Capital Fund Budget by Organization and Function

(dollars in thousands)

	FY 1999 Actual Bills	FY 2000 Estimate Rev 11/18	FY 2001 Estimate Rev 11/18
Table 34 Worker Transition			
Telephones	31	36	36
Networking	15	15	15
Desktop	7	8	8
Electronic Services	5	5	4
Building Occupancy	297	289	257
Supplies	11	11	11
Photocopying	16	16	16
Mail Services	17	15	15
Printing and Graphics	9	10	10
Contract Closeout	3	2	2
Payroll Processing	4	4	6
Corporate Executive Information System	2	0	0
Total Working Capital Fund	417	411	380

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